



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications 2022-02

Position Title : **Finance Assistant**
Duty Station : **Prague, Czechia**
Type of Appointment : *SST Ungraded contract until 31st December 2022*
Indicative Take-Home Pay : *40,000 CZK per month*
Estimated Start Date : **As soon as possible**

Closing Date : **On a rolling basis**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates can apply for this Call for Applications. Read more about diversity and inclusion in IOM at www.iom.int/diversity.

Context:

Under the overall supervision of the Head of Office (HoO) in Prague and direct supervision of the Senior Resources Management Associate; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in the Prague office.

Core Functions / Responsibilities:

1. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
2. Assist with reporting of EU co-funded project (AMIF) to Czech Ministry of Interior;
3. Provide assistance to staff services such as travel, expense claims, document retrieval, etc.;
4. Review purchase requests and purchase orders as part of the procurement process;
5. Review and update vendor accounts in PRISM (IOM's financial management system);
6. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
7. File financial and supporting documents in IOM's e-filing system.
8. Assist with updating the assets list of the office;
9. Monitor the cash account of the office; and,
10. Perform other related duties as required.

Required Qualifications and Experience

Education

- High school diploma with five years of relevant professional experience; or,
- Bachelor's degree in Business Administration, Accounting, Finance, or related with three years of relevant professional experience.

Experience

- Proficient in Microsoft Office applications; previous experience in SAP is an advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience with financial reporting of humanitarian/development projects. Experience with EU funded projects is an advantage.

Languages

Fluency (oral and written) in both English and Czech is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this call for applications is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications in English – CV or Personal History Form, and Cover Letter to asiroky@iom.int. In the email, please include “**CfA 2022-02 Finance Assistant**” in the subject line.

Only shortlisted candidates will be contacted.

Posting period:

From 4th August 2022 for as long as needed.