



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATION

Consultancy : **Finance Assistant**
Duty Station : **Caracas, Venezuela**
Duration of Consultancy : **Six (6) months, renewable**
Nature of the consultancy : **Category A**
Estimated Start Date : **As soon as possible**

Closing Date : **March 20, 2023**

Context:

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.

Organizational Department / Unit:

Resources Management Unit (RMU).

Category A Consultants: tasks to be performed under this contract.

1. Assist in the execution of all activities necessary for the effective work of the project.
2. Extract and input data from various sources in financial or accounting systems;
3. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere;
4. Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
5. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;
6. Create new Vendor Accounts in PRISM;
7. Verify vendor requests for accuracy and conformance with IOM finance policies and instructions;

8. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
9. Prepare necessary receipt and journal vouchers;
10. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
11. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
12. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
13. Responsible for the Petty Cash of the office; and,
14. Perform other related duties as required.

Required Qualifications and Experience

1. The consultant is expected to be able to provide constant and effective support to the different units in the country, acting proactively, ensuring adequate information management, and following the established protocols and procedures.
2. Capacity development through orientation, mentoring and formal on-the-job training, when working with national staff (including supervisory duties) or their non-governmental counterparts
3. Age, Gender and Diversity Perspectives (EGD) is applied in a systematic, integrated, and documented way in all activities throughout the consultancy.

Education, Experience and/or skills required.

Education

- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with at least three (3) years of relevant experience.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct 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.

Languages

- Fluency in English and Spanish.

Required Competencies

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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

- 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.

How to apply:

Interested candidates are invited to submit their applications via email to iomvacantesvzla@iom.int by 20th March 2023, at the latest, **attaching the resume in IOM format**.

In order for an application to be considered valid, please follow these instructions:

- Indicate **“VZ-CT-135 Finance Assistant”** in the email subject.
- IOM only accepts online profiles duly completed.
- Only shortlisted candidates will be contacted.
- Contract issuance will be subject to funding availability.
- This consultancy is only available for local citizens or foreigners with right of residence and right to work in the country.

Posting period: From 07.03.2023 to 20.03.2023