

Project Assistant (SNFI/Finance)

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Dec 25, 2024

Published : Dec 11, 2024

Employment Status : Full Time

Experience : Any

Salary : As per Organization Salary Scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About IOM:

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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, **particularly qualified female candidates**. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates

Second tier candidates include:

All external candidates, including those on third party contract (CTG).

Context:

Under the overall supervision of the Programme Coordinator and direct Supervision of the Programme Associate, the incumbent will support SNFI in administration and finance related tasks specified below:

Job Description:

Core Functions / Responsibilities:

1. Assist program in processing, cash assistance payments, including disaster response, winterization assistance, and cash for work., and verify all relevant documentation are compliant with IOM procedures timesheets, ensuring all are tracked/ followed up with relevant unit and appropriately filled.

2. Maintain financial documents/files and record/maintain updated filing system easily accessible.

3. Provides clerical administrative and finance support to programmatic events, track budget and expenses and flag discrepancies and issues to program

4. Assists SNFI with random data collection and update financial tracking tool on a regular basis

5. Maintain regular contact with sub offices and communicate administration and financial issues to program.

6. Any other related task that may be assigned by the supervisor.

Job Requirements:

Required Qualifications and Experience

Education

• Bachelor's Degree in Business Administration, International Studies or related field (Essential) with one year of relevant professional experience.

or

High School Diploma with Three (3) years of relevant professional experience

Experience

• Experience with responsibility in accounting/finance budgeting, financial reporting and monitoring of projects.

• Familiarity with generally accepted accounting procedures, financial oversight and public administration.

• Good knowledge of and experience in the use of the MS Office package; familiarity with SAP, Oracle or other enterprise resource planning (ERP) would be a distinct advantage.

• Experience working with UN agency, NGO or international organization (Essential)

• Experience in liaising with relevant Government ministries (DoRR, ANDMA) (Desirable)

SKILLS

• Efficiently applies general logistic, finance and office knowledge,

• Delivers programme tailored results in area of logistic, finance and operations

• Anticipates and understands internal and external issues and

opportunities that may impact the financial landscape of SNFI

• Adapts best admin and finance practices to the requirements of SNFI.

Languages

• For all Applicants, fluency in English is required (oral and written).

• Working knowledge of Pashto or Dari is required.

• Fluency in all national language(s) are highly advantages.

Note: Qualified female candidates are highly encouraged to apply.

Required Competencies

Values

• Inclusion and respect for diversity: respect 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 the 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 vacancy notice is subject to funding confirmation.

Submission Guideline:

How to apply:

Interested candidates are required to apply through the below online Form. Also, please take note that IOM does not accept applications in hard copies.

Before filling up the online Form, the candidate must carefully read the advertisement. Please proceed to fill the online form only if you meet the minimum requirements stipulated in the advertisement.

Applicants are advised to fill in all mandatory fields otherwise they will not be able to submit the application and should fill their correct and active e-mail address in the online application as any correspondence will be made by IOM through e-mail only.

Applicants are advised to submit only one application for a particular post. The indicated requirements, qualifications and experience are the minimum and the mere possession of the same does not entitle candidates to be called for written assessment or oral interview.

Note: Due to the high volume of applications received, only shortlisted candidates will be contacted by HR department to submit resume and Motivation Letter. Please ensure that the e-mail address and phone number that you will indicate in form is accurate.

If you agree with above, please proceed to the online application form by click [HERE](#).

Posting period:

From: 11.12.2024 to 25.12.2024

No Fees: IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank account.

Submission Email:

<https://forms.office.com/e/EXFnNeUTpJ?origin=lprLink>

Education & Experience

Bachelor's Degree in Business Administration, International Studies or related field with one year of relevant professional experience.

Must Have

Bachelor's Degree in Business Administration, International Studies or related field with one year of relevant professional experience.

Educational Requirements

Compensation & Other Benefits
