



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Finance Assistant
Position grade	G-5
Duty station	Maseru, Lesotho
Position number	Not yet created
Job family	Finance
Organizational unit	10004942
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	11 May 2022
Reports directly to	20050572
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall supervision of the Head of Office (HoO) in Lesotho and direct support of Finance and Administration Assistant; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources and reporting as per donor requirements for under a project "Provision of Access to COVID-19 Vaccine and Enhancing Access to the TB/HIV Related Services to Basotho Migrants and Migration Affected Communities In Lesotho as a Contribution to Health Outcomes." The Project is funded by The Global Fund, managed by Ministry of Finance – Project Management Unit and implemented by IOM Lesotho Country Office for a period of 12 months starting in May 2022.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Assist in managing financial resources by monitoring and controlling assets, funds and supplies, in accordance with donor agreement and IOM rules and regulations; 2. Assist in preparing quarterly forecasting to ensure burn rates correspond to project implementation plan with the support Project Manager. and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget; 3. Extract and input data from various sources in financial or accounting systems; 4. In line with donor requirements, assist providing guidance in project accounting, and financial related issues; 5. Support the country office in implementation and enhancement of internal controls to minimize financial risks and uphold compliance in project implementation; 6. Review all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith as per donor agreement and guidelines; 	

<ol style="list-style-type: none"> 7. Verify vendor claims 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. Assist in the managing of project budget, variance analysis and preparation of periodic project financial statistical reports and other reports as required by donor agreement; 10. Provide assistance to all staff services such as travel, expense claims, document retrieval; 11. Ensure proper and systematic filing of all posted payments and other accounting documents according to the established standards; and 12. Perform other related duties as required.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> • High School diploma with five years of relevant experience; or, • Bachelor's degree in Business Administration, Accounting, Finance, or related fields with three years of relevant professional experience.
EXPERIENCE
<ul style="list-style-type: none"> • 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; • Prior work experience with The Global Fund and or Programs/Projects funded by The Global Fund is a distinct advantage • Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is also an advantage.
SKILLS
<ul style="list-style-type: none"> • Mature individual, able to work independently, effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels; • Follows internal control procedures to prevent fraud and mismanagement; • Capable of working under stressful and difficult conditions; • Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities; • Ability to prepare clear and concise reports and to analyze and interpret source information and data; • High level of computer literacy is required, particularly in MS Office and computerized accounting systems (SAP); • Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking; • Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds; • Flexibility and able to work on overtime, when requested.

V. LANGUAGES	
Required (specify the required knowledge)	Desirable
Fluency in English Sesotho	English
VI. COMPETENCIES ¹	
The incumbent is expected to demonstrate the following values and competencies:	
<p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators <i>level 1</i></p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	
HOW TO APPLY:	
Applications containing: Covering letter, copies of relevant academic certificates and Curriculum Vitae should be electronically submitted to IOM Lesotho Admin iomlesothoadmin@iom.int with Lesotho SVN 2022/02 in the subject line on or before 25th May 2022 . IOM reserves the right to accept or reject any applications and to annul the selection process and reject all applications at any time prior to selection process without thereby incurring any liability to affected applicants.	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.