



IOM International Organization for Migration
سازمان بین المللی مهاجرت
د مهاجرت نړیوال سازمان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Accounting & Treasury Assistant
Location: Kabul
Duration: 6 Months
Vacancy No VN-KBL-005/17
Grade: G4/1
No. Position: 1
Gender: Male/Female (**Female candidates are highly encouraged to apply**)
Date: 26 February 2017
Closing Date 11 March 2017

Background:

Under the direct supervision of RMO and the overall guidance of the SRMO and the Chief of Mission, and in accordance with IOM financial regulations, instructions and guidelines, the duties of the incumbent are as follows:

Duties and Responsibilities:

1. Act as Cash Custodian of the Mission. Ensure proper processing of cash payments and safeguarding of the Mission petty cash.
2. Perform daily cash count and issue cash certificates to ensure reconciliation of the Mission petty cash with PRISM
3. Assist in monitoring of daily cash requirements and ensure availability of cash funds for smooth operational activities.
4. Assist in handling daily local bank operations in terms of preparing the payment orders, where needed, cash withdrawals and other relevant forms ensuring compliance with the local banking and IOM procedures, along with proper documentation support to duly authorized vouchers.
5. Assist in maintaining sufficient funds at hand to cover recurring expenditures. Assist in requesting additional funding from MTS, as necessary.
6. Process accounting transactions in the PRISM. Ensure that all transactions are fully and properly documented.
7. Assist in bank reconciliations on a monthly basis and other month end closure processes.
8. Assist with Travel Expenses settlements in accordance with IOM travel rules and regulations. Ensure proper supporting documentation is enclosed.
9. Maintain an accurate filing system of the Mission's financial documentation in order the files are updated, complete and safeguarded.
10. Suggest improvements to existing internal controls in order to safeguard the mission's financial assets. Bring to the attention of the supervisor any relevant accounting issues.
11. Photocopy and scan the vouchers and other supporting documents as required.

Perform such other duties as may be assigned.

IOM Kabul

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Email: iomkabul@iom.int Internet: www.iom.int

COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural:

Accountability:

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcoming

Client Orientation:

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning:

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication:

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative:

- Proactively develops new ways to resolve problems

Leadership and Negotiation:

- Convinces others to share resources
- Presents goals as shared interests

Performance Management:

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

Planning and Organizing:

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Teamwork:

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Professionalism:

- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ensures application of institutional financial policies and guidelines
- Advocates incorporation of financial considerations into processes and procedures
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts

Knowledgeable about and promotes IOM core mandate and migration solutions

Technical:

- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ensures application of institutional financial policies and guidelines
- Advocates incorporation of financial considerations into processes and procedures
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
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Education and Experience

- University degree preferable or equivalent diploma in finance/ accounting;
- A minimum of three years' experience with responsibility in accounting/finance;
- Familiarity with generally accepted accounting procedures;
- Good knowledge of and experience in the use of the MS Office package; familiarity with SAP would be a distinct advantage.

VI. LANGUAGES	
Required	
English, Dari and Pashto	
Advantageous	
OTHER SPOKEN LANGUAGES OF AFGHANISTAN	

Method of Application:

Interested applicants are invited to send curriculum vitae by e-mail to the IOM Kabul Administration, applications4@iom.int by 11 March 2017 latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form.

Note: We do not accept hard copies.