



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

**VACANCY NOTICE**  
**OPEN TO INTERNAL & EXTERNAL CANDIDATES**

**Title:** Senior Treasury Assistant  
**Location:** Kabul  
**Duration:** One Year  
**Vacancy No** VN-KBL-011/17  
**Grade:** G6/1- Fixed Term  
**No. Position:** 1  
**Gender:** Male/Female (Female candidates are highly encouraged to apply)  
**Date:** 12 March 2017  
**Closing Date** 25 March 2017

**Background:**

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

**Duties and Responsibilities:**

1. Assist in overseeing the administration and management of IOM Afghanistan petty cash and bank accounts. Liaise with bank in order to obtain bank statements and reports. Provide analysis, details and explanations on the status of IOM Afghanistan accounts to support the RMO and SRMO in the financial decision-making process.
2. Assist the RMO in monitoring funds disbursements, to ensure that all Mission payment are processed timely and recorded in compliance with internal IOM procedures and International Public Sector Accounting Standards. Ensure the efficient use of cash and internal controls are maintained to protect the organization's assets. Report for unusual activities, transactions and investigation of anomalies or unusual tendencies.
3. Carry out the reconciliation of IOM Afghanistan bank accounts in order to ensure that all banking transactions are accurate and consistent with factual transactions as recorded in the book of accounts and variations are eliminated. Assist in the preparation of the monthly accounting checklist to ensure the bank statements and cash certificates tally with the entries made in PRISM at the closure of each month.
4. Assist in monitoring of treasury management of IOM Kabul sub-offices, including the oversight of funding requests received. Fulfill periodical monitoring visits to sub-offices when required.
5. Make recommendation on procedural improvements and train treasury staff of the main office as well as of the sub-offices in the relevant areas of treasury, as needed. Facilitate and support knowledge building and sharing in treasury, budget procedures and software.

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**IOM Kabul**

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6. Assist the RMO in coordinating and maintaining cash forecasting system to ensure that adequate funds are available to meet the working requirements of the programs.
7. Provide support to the project staff and mission vendors in regards to procedures and any donor-specific requirements regarding payments, support and consult on matters related to treasury management with a view to increasing their effectiveness.
8. Contribute to maintaining and further strengthening appropriate internal controls, developing and implementation of relevant operational control systems.
9. Liaise with relevant units at Administrative Centre and Regional Office, as well as relevant counterparts in regard to treasury tasks.
10. Perform such other duties as may be assigned

#### **IV. 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 shortcomings

##### **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, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

##### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services

- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

### **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
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- 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

### **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

**Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

**Resource Mobilization**

Establishes realistic resource requirements to meet IOM needs

**Technical**

- Delivers on set objectives in hardship situations
- Effectively coordinates actions with other implementing partners
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives

**V. EDUCATION AND EXPERIENCE**

- University degree in Finance, Accounting, Public Administration, Business Administration or a related field from accredited academic institution with 6 years of relevant professional experience.
- Professional certification as Chartered Accountant or Certified Public Accountant is an advantage.

<b>VI. LANGUAGES</b>
Required
<ul style="list-style-type: none"> <li>▪ English</li> <li>▪ Dari</li> </ul>
<b>VII. ADVANTAGEOUS</b>
<ul style="list-style-type: none"> <li>▪ Pashto and any other local language</li> </ul>

**Method of Application:**

Interested applicants are invited to send curriculum vitae by e-mail to the IOM Kabul Administration, [applications4@iom.int](mailto:applications4@iom.int) by 25 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.