



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Project Finance Assistant, Counter Human Trafficking (CTIP)
Location: Kabul,
Duration: 6 Months
Vacancy No VN-KBL-021/17
Grade: G4/1
No. Position: 1
Gender: 1 (Male or Female) (Female candidates are highly encouraged to apply)
Contract Type: Out-Sourced through private sector
Date: 20 June 2017
Closing Date 04 July 2017

Background:

Under the direct supervision of CTIP Programme Manager, overall supervision of the Chief of Mission in Afghanistan and in close coordination with the, National Project Officer and the Resource Management Officer in Kabul, the incumbent will provide support, guidance, monitoring and coordination on the programs finance management at the Counter Human Trafficking (CTIP) unit in IOM Kabul, ensuring sound financial management of the project in coordination with CTIP implementing partners (IPs) and Resource Management Unit of IOM Kabul in accordance with IOM rules and regulations, and project implementation guidelines.

Duties and Responsibilities:

1. Assist the CTIP unit in the administrative coordination of human resources, financial, budgetary, procurement, and logistics aspects of all CTIP projects in Afghanistan in close coordination with concerned staff/units.
2. Monitor the financial status of all Counter Trafficking activities and projects in Afghanistan and regularly report on the same and report variances between budget and actual expenditures. Monitor projects' income and expenditures for compatibility with agreed budgets and donors' and IOM's regulations and oversees the activities of external collaborating medical staff, hospitals, laboratories and other associated health facilities ensuring optimal performance and quality control.
3. Assists in preparing/revising budgets and PRISM project structures for ongoing and new counter trafficking projects.
4. Respond timely to ad hoc requests for information, statistics, cost estimates and budgets.
5. Ensure staff compliance to IOM general instructions on areas of administrative, finance, procurement and security; verification and certification of implementing

IOM Kabul

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partners and service provider invoices and coordinate with procurement and resource management unit to release installments; preparation of donor invoices; coordination and follow up of procurement requests; provision of WBS for CTIP staff and office cost allocation; Assist in reviewing agreements and contracts with various implementing partners and service providers, with CTIP team Legal Department and concerned units in IOM Kabul.

6. Review existing systems and procedures and, if necessary, recommend possible improvements to strengthen internal monitoring, evaluation and control systems in CTIP and improve efficiency and effectiveness.
7. Review CTIP follow up project proposal budgets in coordination with CTIP team and RMO in IOM Kabul.
8. Consult and coordinate closely with the CTIP manager project related financial and administrative issues.
9. Perform any other related duties that may be assigned by the supervisor.

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 Staff Evaluation System (SES) HRM/SES GC/LM – SES Competencies and indicators, Band III

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 considering gender, social inclusion and diversity.
- _ Works effectively with people from different cultures by adapting to relevant cultural contexts
- _ Knowledgeable about and promotes IOM core mandate and migration solutions
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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

- _ Effective applies knowledge of health in execution of responsibilities at appropriate level
- _ Maintains confidentiality and discretion in appropriate areas of work

Education and Experience

- Completed Bachelor's Degree in Accounting, Finance, Business Administration or related field from an accredited educational institution.
- At least 2 years of management and technical experience in a related position.
- Ability to prepare clear and concise reports, budgets as well as statistics and coordinate administrative activities.
- Computer literacy is required; in particular good knowledge of MS office products, knowledge in SAP Finance is an asset

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VI. LANGUAGES

Required

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|---|---|
| <ul style="list-style-type: none">• Dari – Fluent• Pashto – Fluent• English – Fluent• Other local language | <ul style="list-style-type: none">• Good Computer skill |
|---|---|

Advantageous

Method of Application:

Interested applicants are invited to send curriculum vitae by the following e-mail address: career.ctg@gmail.com, applications4@iom.int and mpoudel@iom.int by **05 July 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form. Sending curriculum vitae to all three e-mail addresses are mandatory, applicants who failed to do so will not be considered.

Note: We do not accept hard copies.