



POST DESCRIPTION

I. POSITION INFORMATION	
SVN	IOM/DAR/026/2023
Position title	Finance Assistant-1 Position
Position grade	G-4
Duty station	Dar es salaam, United Republic of Tanzania
Durations	6 months (with possible extension)
Position number	To be created
Job family	Support
Organizational unit	Resource Management Unit
Country office-based Position	Country Office
Position rated on	Not applicable/Pre-classified
Reports directly to	Resource Management Officer
Overall Supervised by	Chief of Mission
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall supervision of the Chief of Mission (CoM) in Dar es salaam and direct supervision of the Resource Management Officer (RMO) in Dar es salaam, in coordination with Senior Finance Assistant; the incumbent will be responsible for the following tasks.</p>	
III. CORE FUNCTIONS/RESPONSIBILITIES	
<p>The selected candidate will be responsible for the following duties and tasks:</p> <ol style="list-style-type: none"> 1. Extract and input data from various sources in financial or accounting systems. 2. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere. 3. Assist in the preparation of the payroll by executing validity checks on monthly payroll results. 4. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith. 5. Create new Vendor Accounts in PRISM. 	

6. Verify vendor requests for accuracy and conformance with IOM finance policies and instructions.
7. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
8. Prepare necessary receipt and journal vouchers.
9. Assist in the preparation of budget, accounting, financial, statistical reports, and other reports as required.
10. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
11. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards.
12. Responsible for the Petty Cash of the office; and.
13. Perform other related duties as required

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education:

- High School diploma with four years of relevant experience; or,
- Bachelor’s degree in Business Administration, Accounting, Finances, or related fields with two years of relevant professional experience.

Experience:

- 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; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills:

- Time management and planning for accounting cycles.
- Ability to work effectively and harmoniously with a team of colleagues.

V. LANGUAGES

For this position, fluency in English and Kiswahili are required (oral and written)	Working knowledge of French or Spanish is an advantage.
---	---

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates 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.

Additional Information

All application documents will be handled in accordance with IOM data protection policy. The selected candidate is required to commence the assignment as soon as the recruitment process completes.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

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 accounts.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: tzvacancy@iom.int

The vacancy is open for both internal and external Tanzanian nationals only. Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

Posting period: **From 24th August 2023 to 06th September-2023**

9. EDUCATION: Give full details, using the following space in so far as it is appropriate of schools or other formal training or education from age 14 (e.g. high school, technical school, apprenticeship, university or its equivalent):

Name and Place	Type	Years attended		Certificates, diplomas, degrees or academic distinctions obtained
		From	To	

10. A) Indicate speed in words per minute (if applicable)				B) List any special skills you possess and machines and equipment you can use				
	English	French	Spanish				Other Languages	
Shorthand								
Typing								

11. List all organizations with which you are or have been affiliated. This list is to include all affiliations, whether social, professional, fraternal, etc.

12. List activities in civic, public or international affairs and name any significant publications you have written.

13. For what kind of work do you wish to be considered?

14. A) Are you willing to accept a post requiring travel?
 B) Would you accept short term employment?
 C) Would you accept an emergency field assignment at short notice?

15. In the event of your being selected, how much notice would you need before appointment?

16. Have you any objections to our making inquiries of your present employer? Yes No

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use a separate block for each period and additional sheets if necessary.

Present or most recent occupation		Description of duties and responsibilities								
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="3">Annual emoluments: Salary Allowances Total</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Annual emoluments: Salary Allowances Total	From (month/year)	To (month/year)				
Dates		Annual emoluments: Salary Allowances Total								
From (month/year)	To (month/year)									
Business or organization (name and address, including city)										
Title of your post or occupation	Name of Supervisor									
Number and kind of employees supervised by you										
Personal address during this period										
Reason for leaving										
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="3">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Total annual emoluments:	From (month/year)	To (month/year)	Description of duties and responsibilities			
Dates		Total annual emoluments:								
From (month/year)	To (month/year)									
Business or organization (name and address, including city)										
Title of your post or occupation	Name of Supervisor									
Number and kind of employees supervised by you										
Personal address during this period										
Reason for leaving										
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="3">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates			Total annual emoluments:	From (month/year)	To (month/year)	Description of duties and responsibilities		
Dates		Total annual emoluments:								
From (month/year)	To (month/year)									
Business or organization (name and address, including city)										
Title of your post or occupation	Name of Supervisor									
Number and kind of employees supervised by you										
Personal address during this period										
Reason for leaving										

18. References: List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under Item 17.

Name in full (Direct Supervisors)	Telephone Number and Email	Business or Occupation

19. (a) Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)?

Answer "Yes" or "No"

(b) If your answer is "Yes" under item 19 (a) above, attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

20. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, give dates, areas, purpose, etc. State any significant experience not included in Section 17 which you believe will serve in the evaluation of your record.

21. State any disabilities which might limit the performance of your work.
(Appointment is subject to compliance with medical requirements.)

Having answered every question above, I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.

Place and Date _____

Signature _____

PLEASE NOTE

Applications will not, as a general rule, be valid or retained by the Organization for more than one year from date of receipt. While you may rest assured that your candidature will be carefully examined, receipt of this form will not be acknowledged, and any further correspondence will be initiated by the Organization.