



Vacancy Notice

Open to Internal and External Candidates

Vacancy Number : **PLVN 23 041_02**
Position Title : **Finance & Administrative Assistant**
Duty Station : **Warsaw, Poland**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One-Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **09 November 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

IOM is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Under the overall supervision of the Senior Resource Management Officer (SRMO) in Ukraine and direct supervision of the Resources Management Officer (RMO), USRAP based in Poland; and in close coordination with the Resource Management Unit in IOM Ukraine, the successful candidate will be responsible and accountable for effectively supporting and managing the Finance functions and support the operations of the USRAP Warsaw, Poland. In particular, he/she will:

Core Functions / Responsibilities:

- Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
- Assist in preparing annual budget submission 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;
- Extract and input data from various sources in financial or accounting systems;
- Assist providing guidance in accounting, budget and financial related issues;
- Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
- Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith;
- Create new Vendor Accounts in PRISM;
- Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
- Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
- Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
- Perform other related duties as required.

Required Qualifications and Experience

Education

- High School diploma with five years of relevant experience; or,
- Bachelor's degree in business administration, Accounting, Finances, or related fields with three 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

- Experience with Enterprise Resource Planning (ERP) systems will be a distinct asset.
- Experience working with the United Nations or other international organizations will be an advantage.

Languages

- Fluency in English is required (oral and written).
- Working knowledge of Polish is an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Other:

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, residency verification, visa, and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidates can submit their application:

- By clicking on APPLY on Impactpool <https://www.impactpool.org/jobs/1003550> OR
- By sending a CV and/or a completed [Personal History Form \(four pages\)](#) in English to: iom_wspolna@iom.int, specifying the vacancy reference number and full name in the subject line (e.g., "PLVN 23 041_02– Jane SMITH").

Due to the volume of applications received, IOM Poland cannot respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

23 October 2023 - 09 November 2023