



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Finance Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **22.05.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: VN-064/2018/S - BD1	Position Title	Finance Assistant
Duty Station: Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-05/01 (UN Salary Scale) Base Salary: BDT 102,489.33	Type of Appointment:	Special Fixed Term (Initially 9 months; with possibility of extension)

General Functions:

Under and the direct supervision of Resource Management Officer (RMO) and overall supervision of the Chief of Mission (CoM), the successful candidate will be responsible for the preparation of the accounts, financial analysis and other financial issues in accordance with IOM's financial regulations, rules and procedures.

The incumbent will be assigned to inter alia, the following tasks:

1. Prepare Request for Payment (RFP)/Receipt of projects expenditure and revenue.
2. Prepare budget vs expenditure reports of projects and provide critical review to RMO and Project Managers
3. Review and monitor Implementing Partners (both local and International NGOs) financial reports
4. Assist RMO in preparing and reviewing financial reports for donors in coordination with RAS.
5. Assist RMO to respond on different financial queries.
6. Creating project structure in SAP (PRISM) and update important documents of projects.
7. Coordinate with sub officers on Purchase Request, expenses reports, RFP
8. Considering project requirement and in coordination with RMO/Procurement Unit assist in procurement process.
9. Assists Legal unit of the mission to prepare partner NGO, contractors and vendor agreements.
10. Assist treasury unit as and when required.
11. Undertake duty travel relating to project/programme activities.
12. Perform such other duties that may be assigned by the RMO and Chief of Mission.

Education, Experience and Skills:

- Bachelor Degree in Business Administration, Finance, Accounting, Management from an accredited academic institution
- Applicant having audit back ground will be an added advantage.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code **VN-064/2018/S-BD1: Finance Assistant** in the subject line to: DhakaJobs@iom.int; with the following documents:

- (i) **Application Letter/Cover Letter**
- (ii) **Curriculum Vitae**

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

(iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:

www.iom.org.bd

(iv) Scan copy of Photo

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.