



IOM International Organization for Migration  
IOM Internationale Organisation für Migration

IOM is looking for an **Administrative/Finance Clerk (Replacement)** according to the Terms of Reference below. Interested candidates are invited to submit their applications by 31 March 2015 at the latest, referring to this advertisement.

**OPEN TO INTERNAL AND EXTERNAL CANDIDATES  
CALL FOR CVs**

Reference Code: CFCV/DE1/2015/03  
Duty Station: Germany, Nuremberg  
Position Title: **Administrative/Finance Clerk (Replacement)**  
Type of Appointment: Special Short-Term contract  
(UG, 40 hours/week, until Dec 2015 with a possibility of extension)  
Estimated Starting Date: May 2015

**General Functions:**

Under the overall guidance of the Chief of Mission (CoM) and under the direct supervision of the Head of Admin/Finance Resource Management of IOM Germany, the incumbent will perform the following duties:

- Responsible as focal point for financial monitoring, controlling and reporting for assigned projects including
  - Assist in the preparation of budgets for assigned projects.
  - Prepare monthly budget expenditure reports for assigned projects, and do related analysis.
  - Monthly monitoring of all IOM Germany managed budgets for assigned projects thereby identifying any over or under expenditures. Also ensure that charges made to the respective budgets are for operational activities funded under the respective project.
  - Maintaining the various project files and ensuring all necessary documents are filed.
- Support in the preparation of donor interim and final financial reports as they fall due and adhering to the strict reporting deadlines required by donor(s) and IOM regulations and guidelines.
- Encode the daily AVRR/Movement financial transactions, processing both account payables in the IOM accounting system PRISM;
- Responsible for the maintenance of a balance sheet account, ensuring all are settled in a timely manner and correct accounting entries are completed.
- Ensure that strict Internal Controls are complied with and maintained in all aspects of the organisation, and suggest improvements to streamlining/efficiencies.
- Bring to the attention of the supervisor any relevant financial and budgetary issues.
- Provide general support to the team in the absence of other colleagues in the Admin/Finance Resource Management Unit;
- Maintains the inventory list, applying the IOM inventory standards. Maintains the assets list in the IOM internal system;
- Collects daily mail, log and route them internally; franks outgoing mail and delivers them to the

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**Mission in Germany:**

Michaelkirchstr. 13 • 10179 Berlin • Germany • Fax: +49.30.278 778 99

**Sub-office Nuremberg:**

Post Box 44 01 59 • 90206 Nuremberg • Frankenstr. 210 • 90461 Nuremberg • Germany • Fax: +49.911.4300 260

**Reception IOM Germany: +49.911.43000**

E-mail: [IOM-Germany@iom.int](mailto:IOM-Germany@iom.int) • Internet: <http://germany.iom.int>

mail room or post office; organizes courier services and IOM shipments as needed, including related customs procedures;

- Operates the IOM switchboard in the Nuremberg office by processing incoming or outgoing calls;
- Perform any other duties as assigned by the immediate supervisor or the CoM.

### **Competencies**

1) Follows all relevant procedures, processes, and policies; 2) Meets deadline, cost, and quality requirements for outputs and monitors own work to correct errors; 3) Keeps abreast of developments in own professional area; 4) Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries; 5) Demonstrates interest in improving relevant skills in the area of responsibility and demonstrates interest in acquiring skills relevant to other functional areas; 6) Clearly communicates, and listens to feedback on, changing priorities and procedures; 7) Proactively develops new ways to resolve problems; 8) Organizes and documents work to allow for planned and unplanned handovers; 9) Identifies issues, opportunities, and risks central to responsibilities; 10) Persistent, calm, and polite in the face of challenges and stress; 11) Works effectively with people from different cultures by adapting to relevant cultural contexts; 12) Actively contributes to an effective, collegial, and agreeable team environment; 13) Contributes to, and follows team objectives.

### **Education and experience**

1) Secondary School diploma. Bachelor in Accounting/Finance, Economics or related field a distinct advantage; 2) Relevant working experience in financial management, accounting and budgeting. 3) Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS); 4) Confirmed interest in administration/finance and in the functioning of an international organization; 5) High level of computer literacy in standard MS products with specific proficiency in MS Excel;

### **Languages**

Excellent knowledge of spoken and written German and English, additional language an advantage.

### **How to apply**

Interested candidates are invited to submit their application including cover letter not exceeding more than one page, CV, relevant certificates and references by email to HRDGermany@iom.int.

Please be informed that IOM Germany Human Resources will not respond to all inquiries about the application status and will only contact shortlisted candidates.

Since this Announcement is subject to local recruitment, only German or EU nationals holding a valid working permit for Germany can be considered.

### **Posting period**

16 March 2015 – 31 March 2015

### **Contact**

International Organization for Migration (IOM) Germany  
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