



Open to internal and external candidates

TERMS OF REFERENCE

Position Title	: Administrative Assistant
Duty Station	: Manaus, Brazil
Classification	: National Staff
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: As soon as possible
Closing Date	: 19 April 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. Brazil is a Member State of IOM since 2004.

Context

Under the overall supervision of the Emergency Coordinator and direct supervision of the Administrative Coordinator, the Administrative Assistant will provide administrative, human resources and financial support to the Resources Management Unit in Manaus; the Administrative Assistant will be responsible and accountable for the following:

Responsibilities and Accountabilities

- Provide support to the Administrative Coordinator in financial, procurement, logistic, human resources, and other administrative activities.
- Controlling all requests for payments/receipts, verifying that all supporting documents are in order and that are in accordance with IOM financial guidelines and rules.
- Encode the daily accounting transactions, processing account payables in the IOM accounting system PRISM.
- Assisting in the correct implementation of IOM Financial Management Guidelines applying the required mechanisms of internal control and accounting procedures.
- Assist in the preparation of inventory reports and insurance renewals, review of tagging, assignments, retirements, loss.
- Finance duties such as managing accounts payable and receivable, and daily monthly bank reconciliations.



- Maintain bank files updated, working in close coordination with the respective bank agents.
- Assist in reviewing Travel Expense Claims.
- Assists during internal and/or external audit exercises and/or other controls.
- Suggests improvements to internal controls and streamlining/efficiencies.
- Any other duties that may be assigned.

Required Qualifications and Experience

EDUCATION

- University Degree in Business Administration or related areas by an accredited university with at least 2 years of relevant experience. Master's degree is desirable.

EXPERIENCE

- Previous experience of at least 2 years in an administrative and finance role.
- Knowledge of bank reconciliations and administrative processes.
- Knowledge of ERP systems.

SKILLS

- Very high level of accuracy and attention to detail.
- Good organizational, time management and prioritizing skills.
- Ability to analyse problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Proficiency in Microsoft Office software (Word, Excel, Power Point, Outlook).
- Ability to multitask and work under pressure to meet deadlines.
- Strong interpersonal and communication skills.

Languages

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in Portuguese and advanced knowledge in Spanish is required (oral and written).

DESIRABLE

English is desirable.



Competencies

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 – Behavioral indicators (level 2)

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.



Notes

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply

Interested candidates should send Curriculum Vitae in English only in pdf format to iombrazil@iom.int, until 19 April 2024, stating in the subject field ADM ASSISTANT - MAO

Only shortlisted candidates will be contacted.

Posting period

From 21.Mar.2024 to 19.April.2024.