



Open to internal and external candidates

CALL FOR APPLICATION (2024-202)

Position Title	: Administrative Finance Clerk
Duty Station	: Brasília, Brazil
Classification	: National Staff
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: As soon as possible
Closing Date	: 25 September 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 Chief of Mission (CoM) in Brazil, the National Resources Management Officer, and direct supervision of the Adm-Finance Team Leader; and in collaboration with relevant units at the Regional Office in Panama and Headquarters, the successful candidate will be responsible and accountable for supporting the resources management functions in Brazil Country Office.

Responsibilities and Accountabilities

1. Ensure that IOM financial regulations are correctly applied to financial transactions;
2. Perform bank conciliation and process bank collection files; support mission's financial transactions are entered in the online banking system;
3. Input payment registers at IOM's ERP system when required;
4. Support the Mission in the management of condominium and respective payments/services; submit and monitor request for payments;
5. Support to all staff services, such as travel expense claims, general expense claims, document review and retrieval, etc; review travel expense claims according IOM's rules and internal instructions when required.
6. Assist internal and/or external audit exercises and/or other controls;
7. Support the proper and systematic filing of all financial documents according to the established standards;

Organização Internacional para as Migrações (OIM)

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8. Follow appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud;
9. Support the Mission with Petty Cash operations, when required;
10. Perform any other duties as may be required.

Required Qualifications and Experience

EDUCATION

- High School diploma with two (02) years of relevant experience.

EXPERIENCE

- Proficient in Microsoft Office applications e.g. Word, PowerPoint, E-mail, Outlook;
- Previous experience in handling spreadsheets in Excel will be an advantage;
- Previous experience with Enterprise Resource Planning (ERP) and/or web-based management systems will be an advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting will be an advantage.

SKILLS

- Able to work independently, effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels;
- Follows internal control procedures to prevent fraud and mismanagement;
- Capable of working under stressful and difficult conditions;
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities;
- High level of computer literacy is required, particularly in MS Office and Excel;
- Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking;
- Ability to deal effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Flexibility and able to work overtime, when requested.
- Computer/software literate.

Languages

REQUIRED

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

DESIRABLE

Working knowledge in Spanish is desirable.

Competencies

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

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

- 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.
- Responsibility: assume responsibility for actions and deals well with constructive critics.
- Beneficiary Oriented: focus solving problems and support those in vulnerable situations.
- Continuous Learning: promote continuous learning for himself/herself and others.
- Creativity and Initiative: continuous search for new ways of making services and programs better.



- Planning and organization: work planning, anticipate risks and settle goals within its area of responsibility.

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 apply through the following link until 25 September 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

Posting period

From 18.SEP.2024 to 25.SEP.2024.