



IOM International Organization for Migration

Vacancy Notice AT2022/01 (Re-Advertisement)

Open to Internal and External Candidates

Position Title : **Resource Management Clerk**
Duty Station : **IOM Country Office for Austria, Vienna**
Classification : **General Service Staff, Grade G3 (part-time or full-time; 80%-100%)**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **14 August 2022**

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. IOM 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.

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

Context:

Under the overall supervision of the Head of Office and the direct supervision of the National Head of Resources Management, the successful candidate will be responsible for providing effective and efficient clerical support to the Resource Management Unit of the IOM Country Office Vienna.

Core Functions / Responsibilities:

1. Assist in ensuring that IOM financial regulations are correctly applied on all financial transactions and that the mission's financial transactions are entered into the IOM accounting system (SAP);
2. Maintain financial records and systems to record and assist in reconciling local revenues, balances, payments and other data for day-to-day transactions;
3. Assist in preparing payment requests and supporting documents and in the coordination of timely payments to providers and partners;
4. Prepare and assist in submission of VAT reimbursements to the Austrian Tax Authority under the guidance and approval of the National Head of Resources Management;

5. Assist in proper and systematic filing of financial documents according to established standards and donor regulations;
6. Assist in inventory management and inventory taking;
7. Maintains general contact with local vendors and banks and verifies accounts status, currency exchange and obtaining approval for payment clearance;
8. Assist in monitoring budget versus actual financial data in relation to the implementation of the Mission's operational local activities, as assigned. Assist in the preparation of financial reports, collection and preparation of audit documentation for the Mission's projects as and when required;
9. Provide clerical support to the team in the absence of other colleagues in the RM Unit
10. Perform other duties as may be assigned by the immediate supervisor or the Head of Office.

Required Qualifications and Experience

Education

- Bachelor degree in Business Administration or a related field from an accredited academic institution, with one year of relevant professional experience, preferably in administrative support or similar roles;
OR
- Completed High School degree from an accredited academic institution, with three years of relevant professional experience.

Experience

- Work experience in Financial Management, Accounting and Budgeting;
- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS) is an advantage
- Experience in contextualized and organized review of financial data
- Previous work experience in international organizations and companies is an advantage
- Proficiency knowledge in SAP developed software systems, knowledge of PRISM (SAP developed software system)
- Proficiency knowledge in Microsoft Office applications with specific proficiency in MS Excel

Languages

Fluency in **English** and **German** is required.

Required 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 – 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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

Other

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

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

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications by 14 August 2022, 23:59 at the latest to iomviennaco@iom.int referring to this vacancy and using the subject line "Family Name – application VN AT2022/01".

In order for an application to be considered valid, the application must contain a letter of motivation, a CV (both in English) and a duly filled in Personal History Form (please make sure to use the form available on <https://austria.iom.int/careers>).

Only shortlisted candidates will be contacted.

Posting period:

From 18.07.2022 till 14.08.2022