



## Join the IOM Hungary Roster and be a Part of a Talented Pool!

Incepted in 1951, the International Organization for Migration (IOM) stands as the principal inter-governmental organization in the migration sector, fostering collaborations with a diverse range of governmental, intergovernmental, and non-governmental partners. Rooted in the commitment to facilitate orderly and humane migration for the greater good of all, IOM continuously extends services and guidance to both governments and migrants globally.

Honoring the established principles of the United Nations and the global frameworks of IOM, we at IOM Hungary are thrilled to invite aspiring individuals to be a part of our dynamic roster system - a gateway to opportunities and a testament to our dedication towards cultivating a rich pool of adept professionals ready to contribute to the multifaceted projects and operations championed by our office.

### Why Join the IOM Hungary National Roster?

- **Professional Growth:** Elevate your career prospects as you align yourself with an organization globally acknowledged for its initiatives in the migration sector.
- **Diverse Opportunities:** Be on the radar for a myriad of roles spanning across domains such as humanitarian assistance, legal, and administrative support.
- **Data Security:** Rest assured, your application will be handled adhering to the stringent data protection norms laid down by IOM, safeguarding your personal details throughout a period of 3 years from the date of application submission.

**Kindly Note:** Being a part of the roster doesn't guarantee employment; it, however, significantly amplifies your chances to be considered for roles that resonate with your skill set and expertise, as and when opportunities arise in accordance with IOM Hungary's operational requisites and budgetary allocations for positions.

If your profile aligns with the requirements of any upcoming position, anticipate an invitation to apply directly through the respective vacancy notice, bringing you a step closer to being a part of initiatives aimed at facilitating migration that benefits all.

## Open to Internal and External Candidates

### Call for Expression of Interest

Ref. Nr.: HU-CEI-2023/07

Position Title : **Finance Specialist**  
Duty Station : **Budapest, Hungary**  
Classification : **G5**

### Context:

Under the overall supervision of the National Resources Management Officer (NRMO) in IOM Budapest and direct supervision of the Finance Coordinator, the Finance Specialist will be responsible and accountable for providing support to Financial activities of Resource Management Unit.

### Core Functions / Responsibilities:

- Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget;
- Extract and input data from various sources in financial or accounting systems;

- Assist providing guidance in accounting, budget and financial related issues;
- Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith;
- Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
- Assist NRMO and Finance coordinator in the preparation of budget, accounting, financial, statistical reports and other reports as required;
- Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
- Perform such other duties as may be assigned.

## **Required Qualifications and Experience:**

### **Education**

- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with three years of relevant professional experience.

### **Experience**

- Experience with EU funding instruments, in financial management and reporting, and budgeting.
- Experience in financial management, accounting, budgeting and internal controls.
- Knowledge of and experience using SAP and/or Oracle ERP is a distinct advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Skills**

- Demonstrated ability to work well under pressure and to keep deadlines.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Attention to detail, ability to organize paperwork in a methodical way.
- Knowledge of the IOM regulations related to logistics/ procurement is an asset.
- Proficient in a Microsoft Office environment, including use of Microsoft Excel Word and comfort with learning new software.

### **Languages**

- Fluency (oral and written) in English and Hungarian;
- Any other IOM official language would be considered as advantageous.

## **Required 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** – behavioural indicators *level I*

- 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.

**Other**

This CEI is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

***How to apply:***

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapesthr@iom.int](mailto:iombudapesthr@iom.int) quoting the above ref. number.

Should you wish to provide any feedback, or would like to share your concerns, please write to us on the previously mentioned e-mail address.

***Posting period:*** from 18.10.2023 to open-ended