



Special Vacancy Notice 2024-05

Open to Internal and External Candidates

Position Title : **Procurement and Finance Assistant**
Duty Station : **Budapest, Hungary**
Classification : **UG**

Type of Appointment : **Special Short Term (SST) until 31 December 2024 with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **1st of April 2024**

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 direction of the Head of Office (HoO), the position reports directly to the Finance Coordinator and works under the guidance of National Resources Manager Officer (NRMO), and in coordination with relevant units within the HQ, Regional Office. The incumbent provides specialized support on procurement and financial and administrative activities to the Mission.

Core Functions / Responsibilities:

1. Assist with procurement activities in the Mission in accordance with IOM procurement policies and procedures;
2. Provide general clerical assistance in procurement activities in the Mission;
3. Maintain records of all transactions, ensuring that an efficient filing system is in place, for proper record keeping of all quotations, copies of records of expenditure, receipts, local order forms, etc.;

4. Report regularly and bring to the attention of Head of RMU any actual or potential issues that might affect operations; provide recommendations on possible ways to resolve those issues;
5. 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;
6. Create new Vendor Accounts in PRISM;
7. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
8. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
9. Process Goods Receipt in the system upon confirmation/verification by RO staff/Procurement Assistant of the good receipt of goods/services; act as back up for the Procurement and Logistic Specialist
10. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
11. Extract and input data from various sources in financial or accounting systems;
12. Maintain financial records and monitor systems to record and reconcile local expenditures, balances, payments and other data for day-to-day transactions.
13. Assist in the preparation statistical reports and other reports as required;
14. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
15. Provide general support to the Resources Management Team in the absence of other colleagues
16. Perform other related duties as required.

Required Qualifications and Experience

Education

- High School diploma with five years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finance, or related fields with three years of relevant professional experience.

Experience

- Strong knowledge of the laws and regulations related to procurement;
- Experience with general financial and administrative procedures;
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Knowledge of and experience using SAP (PRISM FI) will be considered as 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.

Languages

- Fluency in English and Hungarian are required (oral and written).
- Knowledge of any other language is an advantage

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

Other

Any offer made to the candidate in relation to this 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.

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

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

How to apply:

All applications consisting of the CV and a motivation letter in English should be addressed to iombudapestrecruitment@iom.int quoting the above vacancy notice number SVN-2024-05.

Closing date: 23:59 (local time in Hungary), 1st of April 2024.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 20.03.2024 – 01.04.2024