



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : Financial Analyst
Duty Station : Regional office Cairo, Egypt
Classification : Regional Resource Management, Finance, Grade G7
Type of Appointment : Fixed term, one year with possibility of extension
Estimated Start Date : As soon as possible
Position reference : VN/RO/2022/04
Closing Date : 9 June 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 Senior Regional Resource Management Officer (SRRMO) and direct supervision of RRMO in Regional Office Cairo, the Financial Analyst will be responsible for providing specialized assistance in monitoring and supporting the financial functions of the Regional Office and Country Offices within the region.

Core Functions / Responsibilities:

- Provide technical guidance and assistance to IOM Country Offices (COs) and the Regional Office (RO) on financial and administrative subjects to facilitate consistent application of IOM rules and procedures and adherence to the donor rules and regulations.
- Participate in analysis of financial sustainability, CCSAT, and project monitoring reports from IOM COs under IOM MENA RO; identify current or potential problems, and propose corrective measures, if necessary; assist in the analysis of individual location actual and anticipated financials gaps.

- Prepare the regional office's snapshot, sustainability and monitoring reports on monthly basis and submit to SRRMO with review points/recommendations.
- Support and advice COs in the preparation of financial reports, as needed and assist in the preparation and analysis of periodic regional financial reports.
- Provide first-line procedural support, guidance and training to the COs within the region with respect to IOM's policies and procedures relating to resource management matters.
- On a monthly basis, support the month-end closure of accounts and produce financial reports for submission to relevant units.
- Assist in monitoring the implementation of internal controls in COs and compliance with financial policies, procedures, instructions, rules and regulations, including prevention of fraud and mismanagement.
- Coordinate with relevant units at HQs and the Administrative Centers with a view to ensuring appropriate guidance and support is provided to the COs.
- Review budgets enclosed in project proposals as part of the project endorsement process, taking into account needs identified during the annual budgeting process.
- Perform other related duties as assigned.

Required Qualifications and Experience

Education

- University degree in Finance, Accounting or Business Administration with, with five years of relevant professional experience.
- Completed High School degree from an accredited academic institution, with seven years of relevant professional experience.

Experience

- Demonstrated proficiency in Microsoft Office applications, especially Excel, PowerPoint, Publisher, and SharePoint, in addition to the above, good knowledge other ICT tools and SAP.
- Knowledge of International Public Sector Accounting Standards (IPSAS) is an advantage.

SKILLS

- Experience in applying knowledge of relevant financial discipline.

- Experience in developing / following internal control procedures to prevent fraud and mismanagement.
- Experience in ensuring application of institutional financial policies and guidelines.
- Experience in advocating incorporation of financial considerations into processes and procedures.
- Experience in the usage of office software packages (MS Word, Excel, etc.) in particular experience in computerized accounting systems including SAP application.

Languages

- Fluency in English is required.
- Working knowledge of Arabic is -an advantage

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.

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

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Application Procedure:

Interested candidates are invited to submit their CV and cover letter by sending an email to RO Cairo HR email HRD MENA HRDCairo@iom.int by June 9, 2022 at the latest, referring to this advertisement reference number “VN/RO/2022/04”.

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website or above email address within the announced time frame would be valid and considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.

Posting period:

From 26 May 2022 to 9 June 2022