



International Organization for Migration (IOM)  
The UN Migration Agency

## Vacancy Notice 2024-04 Open to Internal and External Candidates

Position Title: **Finance/Budget Assistant**  
Duty Station: Tirana, Albania  
Classification: General Service Staff, Grade 4  
Type of Appointment: One Year Fixed Term graded, 1 (one) year with possibility of extension.  
Estimated Start date: 15 February 2024  
Closing Date: 25 January 2024

*Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, 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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).*

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

- 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.
- The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of refugees each year. IOM provides a range of assistance and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the

organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

- Under overall supervision of Head of Office and the direct supervision of the Resource Management Officer as well as in coordination with the Project Coordinators, the incumbent will be responsible to:

***Responsibilities and Accountabilities:***

- Extract and input data from various sources in financial and accounting systems;
- Assist in reviewing all types of payments, verifying that they are duly authorized, and all the supporting documents are attached therewith;
- Perform transactions in PRISM as per role assigned;
- Ensure proper systematic and completion of all posted documents as per established standards;
- Assist in the preparation of updates of expenditures vs. budget, on monthly basis, for different mission's projects;
- Identify expenditure that was recorded incorrectly and requires correction and follow up with RMA;
- Respond to accounting, budget or financial queries regarding data from staff in the unit;
- Verify vendor requests for accuracy and in conformance with IOM Financial policies and instructions;
- Perform other related duties as required
- ***Required Qualifications and Experience:***

***Education:***

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

***Experience and Skills:***

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

- Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities
- Familiarity with financial and business administration
- Familiarity with budgeting and financial procedures
- Sound and proven understanding of IOM Procurement rules and regulations
- Sound and proven understanding of internal and international migration issues in Albania and related issues

***Languages:***

Fluency in English and Albanian (oral and written) is required.

***Required Competencies:***

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

***Values:***

All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

***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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

***How to apply:***

Interested candidates are invited to submit the following (all in English language) indicating the **Vacancy Notice Number (2024-04)** with a subject line “**Finance/Budget Assistant**” to:

[HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int).

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous similar experience, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, as well as confirming that you agree on our check for references to the referees and the requested additional information.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

To download Personal History Form please refer to: <https://albania.iom.int>

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

***Posting period:*** 11 January 2024 to 25 January 2024