

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Junior Grant Assistant
Position grade	Ungraded
Duration	6 months
Duty station	Tangier
Position number	
Job family	Program Grants
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	IOM Morocco Mission, Tangier sub-office
Position rated on	
Reports directly to	Senior Grants Assistant (G6)
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The Grants Agent will work within a large Program of economic and social inclusion and community resilience, covering seven urban centers and more than 10,000 participants per year, over a period of five years. The Program is active in the region of Tangier-Tetouan-Al-Hoceima. The position is based in Tangier. The Implementing Partner (IPs) grants program is worth over \$2.5M each year, and will cover new types of grants and new Implementing Partners from 2021.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Under the supervision of the DCOP and the Senior Grants Assistant, the Grants Agent provides support in the management of all grants allocated by the Program to IPs. He/she works closely with the Senior Grants Assistant in the management, processing, monitoring and control of IPs financial reports as well as budgets and communications on partner budgets and expenditures. He/she regularly checks the partners' accounting documents and presents regular reports to the Senior Grants Assistant. He/she also verifies compliance with rules and regulations specified by IOM and by the donor for all allocated grants. He/she also ensures compliance with the Program's financial and administrative justification manual for grantees.</p> <p>In this context, the Grants Agent:</p> <ul style="list-style-type: none"> • Supports in monitoring and controlling IPs budgets, in the framework of the Program's grants system; • Provides support for the regular verification and control of accounting documents provided by IPs in their financial reports; • Ensures the application and respect of rules and procedures outlined in the financial and administrative justification manual for grantees; • Ensures that IOM and donor rules and procedures are fully respected and applied; • Verifies and support compliance with IOM rules and those of the donor; • Coordinate with supervisor the schedule for verifying financial reports of IPs and presenting ; 	

<ul style="list-style-type: none"> • Performs reconciliations between financial and technical reports and provides regular reports to the Senior Grants Assistant; • Prepares the documentation required for processing payments by analysing compliance of financial reports with technical reports; • Ensure and maintain physical and electronic archive of Program grants; • Performs any other task that may be assigned by the supervisor. 	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Master's or university degree in accounting, finance or other related fields 	
EXPERIENCE	
<ul style="list-style-type: none"> • Minimum experience of 2 years in an administrative and/or financial position • Experience working with an international organization or other international cooperation organisms is an asset 	
SKILLS	
<ul style="list-style-type: none"> • In depth knowledge of accounting and financial operations; • Knowledge of civil society sector in Morocco and governing laws; • Knowledge of grants and international donors; • Proficiency in using Microsoft pack especially Excel; • Detail oriented; • Great communication skills and a good team-player. 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
<ul style="list-style-type: none"> • Fluency in French and Arabic (oral and written). 	<ul style="list-style-type: none"> • Working knowledge of English
VI. COMPETENCIES¹	
The incumbent is expected to demonstrate the following values and competencies:	
G6 to NOC – P1 to P3	
Values	
<ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. 	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- 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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization’s goals and communicates a clear strategic direction.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

Closing date for all applicants

29 August 2022 at midnight.

To apply

Please send your application to imrecrutetanger@iom.int by adding “Junior Grant Assistant IOM Tangier – Project Forsaty” in the email subject line.