

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Admin Assistant/Program Assistant
Position grade	G-4
Duty station	Tangier, Morocco
Position number	
Job family	Resources Management
Organizational unit	Finance
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	18 May 2022
Reports directly to	RMO
Number of Direct Reports	None
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The International Organization for Migration (IOM) is an intergovernmental organization, created in 1951, that holds the position of leader on the migration scene. With 157 Member States and 10 other States with observer status, and offices in more than 100 countries, it works closely with its government partners, intergovernmental and non-governmental organizations in order to manage migration in an orderly and humane manner, to promote international cooperation on the migration scene, facilitate the search for practical solutions to migration problems and provide humanitarian assistance to migrants in need, including refugees and internally displaced persons. IOM has been present in Morocco since 2001 and opened the mission in Rabat in 2007.</p> <p>The Administrative Assistant will be based at IOM Tangier and will work under the direct supervision of the RMO and overall supervision of the FORSATY Program Head</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Provide support to program colleagues throughout the project cycle for compliance with IOM rules, policies and procedures and relevant donor-specific requirements. 2. Prepare online purchase requests for program requirements and attach relevant supporting documents with reference to IOM & donor regulations. 3. Perform timely checking of Travel Requests (TRs), Travel Expense Claims (TECs) and relevant supporting documents with reference to IOM & donor regulations. Perform relevant PRISM financial entries and filing/e-filing with reference to IOM procedures. Monitor the timely submission, processing and payment of these documents. 4. Perform timely checking of vendor invoices, and prepare relevant required supporting documents, both with reference to IOM & donor regulations. Prepare the corresponding Requests for Payment (RFP), attach the required supporting documents, and submit for full approval, with 	

- reference to the IOM approval matrix. Perform financial entries in PRISM. Follow up payment of outstanding vendor line items.
5. Retrieve and compile PRISM reports like project consumption and vendor accounts to check if invoices and payables are correct, projects wbs are charged a true and fair cost of their usage and any private usage is duly recovered/reimbursed.
 6. Provide to IOM Rabat invoices and documents related to VAT (Value Added Tax) refund.
 7. Regularly check latest budget availability of project WBS relevant to each transaction for sufficiency of available funds to cover such transaction and discuss with component head accordingly.
 8. Perform timely and complete filing & e-filing of documents with reference to IOM procedures. Manage the financial documents retrieving, distribution and archiving system in accordance with IOM policies and procedures.
 9. Review vendor master data for both staff and suppliers of IOM Tangier and do appropriate action or follow up settlement of outstanding items.
 10. Follow up on resolution of program/finance related issues in the sub-Office.
 11. Maintain accounting and monitoring spreadsheets in accordance with IOM procedures, for work transparency and efficiency. Draft work plans and reports as and when required by RMO.
 12. Prepare monthly forecast of program expenses according to activities in the Mission and submit it to IOM Rabat to ensure availability of funds when needed.
 13. Perform month end closure processes, assist in the preparation and dispatch of monthly accounting returns package, participate in resolving RMU issues of the mission.
 14. Participate in capacity-building sessions, to increase knowledge of program colleagues in the mission and to improve their compliance with IOM policies and procedures.
 15. Assist in the updating and maintenance of finance materials, policies and templates in the common drive.
 16. Report to the Resource Management Officer (RMO) any potential weaknesses in internal control and procedure and suggest corrective measures and improvements.
 17. Perform program support, financial and administrative functions in support of RMU colleagues.
 18. Do duty travel when necessary.
 19. Receipt, verification and adjustment with the technical team of the need sheets before sending to the procurement.
 20. Perform any other duties as may be assigned by RMO.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

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

EXPERIENCE	
<ul style="list-style-type: none"> • Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage. • In-depth knowledge of UN/IOM regulations, policies, and procedures. • Knowledge of International Public-Sector Accounting Standards (IPSAS). • Experience in SAP is highly desirable. • IOM experience is an advantage. • Experience with USAID regulations is an advantage; 	
SKILLS	
<ul style="list-style-type: none"> • 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. 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and French (oral and written).	Fluency in Arabic is an asset.
VI. COMPETENCIES ¹	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <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. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators <i>level 1</i></p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. 	

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

<ul style="list-style-type: none"> • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	
SIGNATURES:	
1 ST LEVEL SUPERVISOR	DATE
2 ND LEVEL SUPERVISOR	DATE

Closing date for all applicants
 17 August 2022 at midnight.

To apply
 Please send your application to omrecrutetanger@iom.int by adding “Admin Assistant/Project Support IOM Tangier – Project Forsaty” in the email subject line.