



International Organization for Migration (IOM)  
The UN Migration Agency

**SVN-2024-006**

Position Title : **Administrative and Finance Assistant**

Duty Station : **San José, Costa Rica**

Classification : **SST G4 - Gross Monthly Salary CRC 792.461,53**

Type of Appointment : **Special Short Term**

Estimated Start Date : **As soon as possible**

Closing Date : **January 30, 2024**

*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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

*Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen*

3. External female candidates.

## Organizational Context and Scope

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.

Under the overall supervision of the Resources Management Officer and direct supervision of the Accounting & Finance Coordinator, the incumbent will be responsible for the following duties:

### Responsibilities and Accountabilities

1. Ensure that all cash, wire transfer and cheque payment requests are duly completed, certified and authorized by authorized staff and all necessary supporting documents are provided before payment is done.
2. Maintain a filing system and to ensure proper custody of financial documents – vouchers, bank correspondence etc.
3. Assist to disburse payments to suppliers and staff members in IOM Costa Rica , upon obtaining approval from the RMO, CoM and RD.
4. Assist in the verification of invoices and ascertain that the equipment, supplies or services that referred to are duly received or provided before proceeding with request for payment.
5. Assist in preparing financial supporting documentation for submission to the donors, auditors upon request.
6. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
7. Assist the Resource Management Officer and Accountant in replying to queries concerning accounting and project reports
8. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required.
9. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere.

10. Review all types of payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith.
11. Extract and input data from various sources in financial or accounting systems;
12. Prepare necessary receipt and journal vouchers
13. Responsible for the Petty Cash of the office
14. Direct communication with financial entities related to fund entries, payments, payment refunds and various procedures with the banks.
15. Perform any other duties as assigned by supervisor as required.

### Required Qualifications and Experience

The incumbent is expected to demonstrate the following technical and behavioral competencies:

#### **Education and Experience:**

- 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.
- Proficiency in computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail and experience in working with databases and online applications.
- Prior experience in usage of SAP an added advantage

#### **Skills:**

- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities

**Languages:** Fluency in English and Spanish (oral and written) is required.

### Competencies<sup>1</sup>

■ 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:** 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.

**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 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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

*---- If direct reports (10th row above) for PAS is greater than zero, then the managerial competencies below are inserted. ----*

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

## 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 leadership and professional potential.

**Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.

**Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.

**Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.

**Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

### **How to apply:**

The candidate should send his/her application through the following email

[cosan josevacancies2@iom.int](mailto:cosan josevacancies2@iom.int) using as Subject:

**"SVN 2024-006 Administrative and Finance Assistant – G4"**

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by **January 30, 2024**. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.

**Only short-listed candidates will be contacted.**

You can check the Post Description on <https://costarica.iom.int/es/vacantes>.

The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world perspectives. Candidates from women, people of African descent and LGBTIQ+ people who are qualified and meet the requirements of each vacancy are especially encouraged.

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La Organización Internacional para las Migraciones (OIM) no discrimina por motivos de discapacidad, edad, identidad y expresión de género, orientación sexual, nacionalidad, identidad racial, creencias religiosas, entre otras. La OIM está comprometida con un entorno diverso e inclusivo y por ello su personal proviene de una amplia gama de entornos socioeconómicos y perspectivas del mundo. Se alienta especialmente las candidaturas de mujeres, personas afrodescendientes y personas LGBTIQ+ que se encuentren cualificadas y cumplan los requisitos de cada vacante.