



TERMS OF REFERENCE

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/034/2014
Position title	Finance Assistant
Position grade	Ungraded Stipend Equivalent to US \$200pm
Type of contract	Short Term under 3 rd Party
Duty station	Odweyne, Somaliland
Duration of Assignment	Until 30 th June 2014.
Seniority band:	N/A
Job family:	Programs
Organizational unit:	Field Coordination Unit
Position rated "	NO
Subject to rotation	NO
Reporting directly to	Senior Project Advisor
Overall supervision by	Deputy Program Manager - Programs
Managerial responsibility	NO
Directly reporting staff	None

II. ORGANIZATIONAL CONTEXT AND SCOPE

The Transition Initiatives for Stabilization (TIS) program is funded by USAID and implemented by the International Organization for Migration (IOM). The overall program goal is to mitigate conflict, promote stability and community cohesion, and to strengthen citizens' relationships with government officials. TIS implements quick impact activities linked to longer-term stabilization goals.

Under the overall supervision of the Mayor of Odweyne and the direct supervision and guidance of the Senior Project Advisor of the TIS program, the Finance Assistant will perform routine functions in the area of financial administration, verification of payments, and general accounting duties with connection to Stabilization project activities, managing financial documents in accordance with the donor's financial rules and regulations.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Review all payment requests to certify that appropriate supporting documents have been provided and the correct project codes have been used, in preparation for submission to the Finance Department in Nairobi support office;
2. Review all Purchase Requisition Forms and Purchase Orders raised related to procurement in the field, and certify that all appropriate supporting documents are attached using correct project codes before submission to the Common Services and Finance departments in Nairobi;
3. Maintain accounting spreadsheets in accordance with donor's procedures;
4. Extract monthly financial reports of all active grants from the accounting/financial system; prepare project reports and updates for the Finance Department in Nairobi support office;
5. Prepare, review and reconcile monthly financial reports for the project activities and submit to the Finance unit in Nairobi support Office;
6. Periodically (as scheduled) review commitments and follow up finalization with relevant units;
7. Monitor District project expenditure in line with budgets and with coordination with the field operations and Nairobi support office;
8. Review and compute travel claims and imprest accounts; assist staff members in



preparation before submitting to relevant finance counterparts;
9. Perform any other duties as may be assigned from time to time.

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Accepts and gives constructive criticism;
- Follows all relevant procedures, processes, and policies;
- Meets deadline, cost, and quality requirements for outputs;
- Monitors own work to correct errors;
- Takes responsibility for meeting commitments and for any shortcomings;

Client Orientation

- Identifies the immediate and peripheral clients of own work;
- Establishes and maintains effective working relationships with clients;
- Identifies and monitors changes in the needs of clients, including donors, governments, and program beneficiaries;
- Keeps clients informed of developments and setbacks;

Continuous Learning

- Contributes to colleagues' learning;
- Demonstrates interest in improving relevant skills;
- Demonstrates interest in acquiring skills relevant to other functional areas;
- Keeps abreast of developments in own professional area;

Communication

- Actively shares relevant information;
- Clearly communicates, and listens to feedback on, changing priorities and procedures;
- Writes clearly and effectively, adapting wording and style to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems;

Leadership and Negotiation

- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments;

Performance Management

- Provides constructive feedback to colleagues;



- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures;
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities;
- Identifies priority activities and assignments for self and others;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate times and resources to complete tasks;

Professionalism

- Masters subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work;

Technological Awareness

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions;
- Understands applicability and limitation of technology and seeks to apply it to appropriate work;

Resource Mobilization

- Establishes realistic resource requirements to meet the TIS Somaliland program needs;
- Builds stable strategic alliances with relevant parties;

Technical

1. Ability to maintain integrity in performing assigned responsibilities;
2. Ability to pay close attention to detail and work with minimal supervision under tight deadlines;
3. Ability to work effectively and harmoniously within a multicultural team;
4. Functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, and team player and cross cultural



facilitator.

V. EDUCATION AND EXPERIENCE

1. Degree or Higher Diploma in Accounting, Commerce, Business Administration or an equivalent combination of training and experience;
2. Preferable three years of professional experience in finance and grants administration preferably with international NGOs;
3. Mature individual, with attention to detail, able to work independently and under stressful conditions and tight deadlines;
4. Functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, and team player and cross cultural facilitator;
5. Demonstrated ability to maintain integrity in performing responsibilities assigned;
6. Previous experience with UN and International Agencies, international or local NGOs is required;
7. Previous experience with the Odweyne local government is an advantage;
8. Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access;
9. Perform any other duties as assigned.

VI. LANGUAGES

Required	
Fluent English and Somali	

Method of Application: Interested candidates should submit CV and a cover letter indicating the Vacancy Notice Number, with three professional references and contacts (email or telephone) to the:

International Organization for Migration (IOM)
 Somalia Coordinating office in Nairobi
 Human Resources Department,
 Gitanga Groove, off Gitanga Road
 P.O. Box 1810 - 00606
 Nairobi

Or

Send by email to: recruitmentsomalia@iom.int

Closing date: 6th May 2014

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

*Qualified applicants from **Odweyne** will be favorably considered:*