



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY LT10-2019-03

Open to Internal and External Candidates

Position Title : **Project Assistant/ Reporting accountant**
Duty Station : **Vilnius, Lithuania**
Classification : **General Service Staff, Grade G-5**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **22 July 2019**

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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall guidance of the Programme Coordinator, the successful candidate will provide support for the implementation and reporting of the relevant activities of the projects on Assisted Voluntary Return and Reintegration (AVRR) of Foreigners:

Core Functions / Responsibilities:

1. Assist Project coordinator for the effective and efficient implementation and monitoring of the AVR-R Program activities.
2. Contribute to the preparation of periodic and annual project reports on activities ensuring effective management of the project and timely reporting to donors;
3. Responsible for projects accounting, in particular:
 - Follow up and monitor projects financial resources and expenditures, draft donor financial reports and collect necessary supporting documents;
 - Liaise with responsible and administering institutions;
 - Maintain the various project files and ensure all necessary documents are filed.

4. Provide technical guidance in accounting, budget and financial related issues;
5. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
6. Extract, input and analyse data from various sources in financial or accounting systems, highlight any discrepancies and suggest corrective actions;
7. Organize projects' and IOM Vilnius events;
8. Attend official meetings, appointments and duty travel.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree from an accredited academic institution in Economics, Finances, Law or related fields with minimum three years of relevant professional experience in the above-mentioned fields; or
- Completed High School degree/certificate in Economics, Finances, Law or a related field with five years of relevant professional experience.

Experience

- At least one year of experience in project implementation, accounting, financial reporting and budget tracking;
- Working experience with SAP;
- Experience of the work with EU funded projects – preparation, implementation, monitoring, reporting;
- Reliable, able to work under pressure, good organizational skills and drive for results.
- Experience working with migrants and/ or other vulnerable groups;
- Experience in working with Governmental Organizations and/or NGOs is an asset;

Languages

Excellent working knowledge of Lithuanian, English and Russian. Knowledge of any other language is an asset.

Other requirements

Driving licence and experience.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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.

IOM's competency framework can be found at this [link](#).

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to send their CV and motivation letter to iomvilnius@iom.int by **Monday, 22 July 2019** at the latest, referring to this advertisement. Tel number for contacts 8 5 261 13 24

Only shortlisted candidates will be contacted.

Posting period:

From 08.07.2019 to 22.07.2019.