Context

Under the overall supervision of head, Community stabilization unit, close coordination with Senior Admin/Finance Assistant and direct supervision of National Operations Officer, the Programme support assistant will perform the following duties:

Core Functions / Responsibilities

1. Assist in reviewing final financial reports and correspondences with implementing partners’ finance departments to ensure that all necessary documentation is provided in accordance with IOM financial reporting guidelines.
2. Keep good contact with IPs for any related to their contract with IOM.
3. Assist in accurate financial tracking and record keeping of the daily project’s financial activities.
4. Assist in maintaining financial reporting system for the ongoing projects so that project grant commitments and grant expenditures are tracked according to IOM standards.
5. Assist in processing grant administration (agreements, amendments and payments), track payments released to IOM implementing partners; certify and process all grant payment vouchers according to IOM procedures.
6. Maintain files and records for financial procedures and correspondences with program officers.
7. Liaise and work with program officers and program assistants to enhance project performance regarding administrative and financial matters.
8. Assist in following up on advances and settlements for payments issued while maintaining timely records and up to date entries.
9. Maintain good filling system for all financial supporting documents in both hard and electronic forms. Retrieve files as necessary.
10. Distribute cash in the field for program activities in various places in Dohuk, Sinjar, and Talafer.
11. Obtain signatures on banking instructions, cheques.
12. Distribute cheques to beneficiaries.
13. process and scan files to be entered into computer.
14. Clean and maintain file space maintain filling storage.
15. Maintain the Attendance sheet for IOM Dohuk staff.
16. Contact IPs and customers for different issues.
17. perform any additional tasks may be requested by the direct supervisor.
Required Qualifications

**Education:**
- Secondary school diploma with three years of relevant professional experience.
- Desirable to have university degree in Business Administration, Finance and/or Accounting.

**Experience and Skills**
- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ensures application of institutional financial policies and guidelines
- Flexibility, motivation and commitment with the job as well as to work in team
- Computer skills in Word, Excel and Access.

**Languages:**
- Fluency in English, Kurdish and Arabic is required.

**Behavioral Competencies**
- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Focuses on result for the client and responds positively to feedback.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**

*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

**How to apply:**

Interested candidates are invited to submit their applications via this link: [https://iraq.iom.int/jobs/programme-support-assistant](https://iraq.iom.int/jobs/programme-support-assistant)

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**
From: 11.03.2020 to 25.03.2020