United Nations
RWANDA
Unity in Diversity

International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATIONS

Position Title	:	**Intern - Finance & Administration**
Organizational Unit	:	**Resources Management Unit (RMU)**
Duty Station	:	**IOM Kigali, Rwanda**
Type of Appointment	:	**Ungraded**
Estimated Start Date	:	**As soon as possible**
Closing Date	:	**December 05, 2021**
Reference Code	:	**CFA 2021/03 - RW**

II. 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.

III. Responsibilities and Accountabilities

1. Chronological filing of documents using a system designed by the RMO.
2. Gathering and organizing files and documents for the unit.

3. Putting files, digital or paper, into their proper locations.
4. Labeling and updating paper files.

5. Maintaining a file database on excel.

6. Index documents with numbers before filing.

7. Sort, organize and maintain office records accurately.

8. Streamline document filing process always ensuring their availability.

9. E-filing documents and properly scan, label documents on the country e-filing system.

10. Assist in preparation of Payment request form related unit office expenses.

10. Assist in routing/completing the signatures for Purchase Requisition form, Bids Analysis, Payment request form and coordinating to the finance Country offices including the country offices assigned.

11 Provide general support to the team in the absence of other colleagues in the Unit.

12. Assist adhoc HR and Procurement functions.

13. Provide general support required in the RMU.

IV. Required Qualifications and Experience

Education

- Bachelor's Degree in Finance related field from a recognized institution with one year relevant experience in Finance and Administrative position or,

- Secondary School Diploma with at least three years of relevant working experience

Experience

- Solid computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail
- Personal commitment, efficiency and results driven.
- Sound administration and organizational skills with strict attention to detail.
- Ability to work in a highly confidential manner
- Strong interpersonal skills and ability to work as part of a diverse team.
- Flexible and able to adapt quickly to new, different environments
- Solid computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a diverse team.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.

• CPA/ ACCA qualifications is an added advantage	
V. LANGUAGES	
Required (specify the required knowledge)	Advantageous
English (Fluent)	French
VI. COMPETENCIES	

Behavioral

The incumbent is expected to demonstrate the following values and 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 – behavioral indicators *level 1*

- **Teamwork**: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces quality results and provides quality services to clients.
- **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**: Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.

Notes
Appointment will be subject to certification that the candidate is medically fit for appointment

How to apply:

Interested candidates are invited to submit their applications to iomrwandarecruitment@iom.int by 05 December 2021 at the latest, referring to this advertisement.

The subject of your e-mail MUST indicate the reference code, the Position title as well as candidate's names

In order for an application to be considered valid, IOM will only accept applications which should include a completed Personnel History Form (please download and fill it) and an application letter (not more than one page)

Only shortlisted candidates will be contacted.

Posting period:

From 22.11.2021 to 05.12.2021