



SVNMM006

Open to Internal and External Candidates

Position Title : **Finance Assistant (Budget)**
Duty Station : **Yangon**
Classification : **G-5**
No. of Position : **1**
Type of Appointment : **Special Short-Term with possible extension**
Vacancy Number : **VA/2025/010**

Closing Date : **19 May 2025**

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.

Under the overall supervision of the Chief of Mission and the direct supervision of the National Resource Management Officer (NRMO), and in cooperation with the head of Resources Management Officer and relevant units at the Country Office, in Myanmar, the successful candidate will be responsible for providing administrative, accounting, budgetary, reporting and other financial support services to the projects of the Myanmar mission.

Core Functions / Responsibilities:

- Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
- Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget;
- Extract and input data from various sources in financial or accounting systems;
- Assist providing guidance in accounting, budget and financial related issues;
- Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
- Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith;
- Create new Vendor Accounts in PRISM;
- Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;

- Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
- Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
- Responsible for the Petty Cash of the office; and,
- Perform other related duties as required..
- In coordination with the NRMO, perform physical verification of assets in the area of responsibility .
- In coordination with NRMO, review outstanding commitments/open PR/PO, perform vendor verification, spot checks on BIDS analysis
- Bring to the attention of the NRMO and PM the problems encountered and proposed solution.
- Prepare the salary projectization for the National Staffs Payroll and Consultants and submit to HR every month.
- Assist in the preparation of the monthly office cost projection.
- Provide Training and guidance to other staff in sub-offices in IOM admin and finance procedures
- Review and verified the Implementation Partner's documents and ensure that the expenditures are valid and in accordance with donor guidelines
- Perform such other related duties as may be assigned

Required Qualifications and Experience

Education

- Myanmar national with University degree in accounting, law, taxation or finance and four years of relevant experience; or
- Chartered accountant (CA); or certified public accountant (CPA); or Chartered Institute of Management Accountants (CIMA); or Association of Chartered Certified Accountants (ACCA); or related field;

Experience

- Experience in operations, administration or logistics, preferably in international organizations context'
- Experience in administrative and financial management, budget monitoring, cash management and internal control procedures
- Experience in the use of office software packages and knowledge of spreadsheet and data analysis
- Experience in developing and implementing of administrative control procedures an advantage

Skill

- Effectively interfaces with government officials of appropriate level on matters related to substantive migration issues and the work of IOM;
- Teamwork-oriented, proactive and demonstrated ability to work independently and under pressure;
- Ability to work effectively and harmoniously with colleagues from various cultures and professional backgrounds;
- Good level of computer literacy, including internet navigation and familiarity with Microsoft Office applications;

Languages

- Myanmar Native speaker.
- Good speaking and writing in English.

Required Competencies

Values

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

Core Competencies – behavioural indicators

- 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.

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, accreditation, and security clearances.

How to apply:

Interested candidates are invited to submit an application letter together with complete duly filled and signed Personal History Form (PHF) (copies of certificates and further documents are not required at this stage) to below address;

International Organization for Migration (IOM)
Mission in Myanmar – Yangon Office
No.50-B, Thiri Mingalar, 2nd street,
Ward 8, Kamayut Township,
Yangon, Myanmar
Tel: +95 9 7323 6679, +95 9 7323 6680
Email: hryangon@iom.int

Posting period: From 06 May 2025 to 19 May 2025

Female candidates and people living with disability are especially encouraged to apply.