



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Finance Intern
Position grade	UG
Duty station	Port of Spain, Trinidad
Position number	
Job family	Administration
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	
Reports directly to	National Head of Resource Management, Head of Office
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The International Organization for Migration (IOM) is the UN Migration Agency. With 166 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:</p> <ol style="list-style-type: none"> 1. Assist in meeting the operational challenges of migration and mobility 2. Advance understanding of migration issues 3. Encourage social and economic development through migration; and 4. Uphold the human dignity and well-being of migrants and mobile populations. <p>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.</p> <p>IOM's Port of Spain Office, under the guidance of the Regional Office in San Jose, coordinates the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken at the country office under the Regional Refugee and Migrant Response Plan (RMRP).</p> <p>Since 2017, with the continuous outflows from Venezuela, inter-agency preparedness and operational activities to respond to growing needs of Venezuelan migrants and refugees in several Caribbean, Latin and Central American countries have been heightened. was developed in close coordination with country-level actors and coordination structures. The Plan seeks to provide a holistic and comprehensive response, complementing governments' priorities and plans.</p>	

As part of the RMRP, IOM is implementing several projects in Trinidad and Tobago targeting Venezuelan migrants and populations affected by the increased flows into the country.

The candidate may also be assigned under the overall supervision of the Head of Office (HoO) in Port of Spain and National Head of Resource Management and under direct supervision of the Finance/Project Assistant while in collaboration with relevant units at Headquarters and the Administrative Centres.

The successful candidate will be responsible and accountable for managing the resources and assisting with management functions. The candidate may also be assigned duties from the Project Manager and National Head of Resource Management as it relates to the implementation of various IOM initiatives.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Specific Duties and Responsibilities

1. Support the implementation of various projects and initiatives at the office;
2. Prepare monthly requests for payments and reconciliation documents, prepare monthly funding requests and maintain supplier accounts in good standing order.
3. Assist in monitoring the financial management of all activities in the mission, including financial expenditures.
4. Provide preliminary reviews to ensure that the financial transactions are recorded in accordance with the organization accounting system and procedures;
5. Assist in monitoring open commitments and clearing of mission vendor accounts; follow up with responsible units on submission of invoices and clearance of outstanding payables;
6. Assist in the analysis of expenditures and variations within projects. Bring to the attention of the supervisor any relevant financial and budgetary issues on an ongoing basis;
7. Maintain a filing system and ensure that all RMU documents and paid vouchers are properly filed and updated in the order in which they are entered in PRISM;
8. Provide preliminary reviews to ensure that office asset inventory is in line with IOM Assets Inventory Policy and maintain updated asset inventory report;
9. Assist in implementing procurement activities including obtaining quotations, preparing evaluations and recommendations, issuing Purchase Requisitions (PR) Purchase Orders (PO) or drafting Service Agreements (SA) and delivery of goods/services in accordance to IOM procurement guidelines; and,
10. Assist in the preparation of the Country Office monthly accounts closure in compliance with the accounts closure checklist;
11. Assist in the preparation of budgets and accounting, financial, statistical and donor reports complying with relevant donor requirements;

Perform other tasks as may be requested.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
ELIGIBILITY REQUIREMENTS	
<p>Applicants to IOM internships must, at the time of application, meet one of the following requirements:</p> <p>a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or</p> <p>b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or</p> <p>c) Have graduated with a university degree (as defined in (a) or (b) above) and, if selected, must commence the internship within one year of graduation.</p> <p>d) Must be between 20 and 36 years of age.</p> <p>e) National/ Resident of Trinidad and Tobago with valid work permit</p>	
EDUCATION	
<ul style="list-style-type: none"> Completed Bachelor's Degree from an accredited academic institution in Accounting or Business Administration, 	
SKILLS	
<ul style="list-style-type: none"> 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. 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.. 	
V. LANGUAGES	
Required (specify the required knowledge)	Desirable
Fluency in English (oral and written).	Spanish

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 –

- 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.

Note:

Appointment will be subject to certification that the candidate is medically fit for appointment, accredited and satisfies any security clearances.

Unsuitable applications would not be considered.

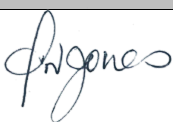
Closing Date:

21st July 2022

Apply with Cover Letter and CV by emailing Ms. Curtra Skeete at cskeete@iom.int

SIGNATURES:

1ST LEVEL SUPERVISOR
PETEL JONES
Finance/Project Assistant



DATE 12th July, 2022

2ND LEVEL SUPERVISOR
JEWEL ALI
Head of Office- Project Coordinator

DATE

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization