



SVNMM004

Open to Internal and External Candidates

Position Title : **Admin and Finance Clerk**
Duty Station : **Mawlamyine and Myawaddy**
Classification : **G-3**
No. of Position : **2 (1 each)**
Type of Appointment : **Special Short-Term with possible extension**
Vacancy Number : **VA/2025/005**

Closing Date : **08 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 Chief of Mission, direct supervision of Admin and Finance Assistant and technical support from Yangon Resources Management Unit and in close coordination with Migration Health Unit at Yangon and relevant Units IOM sub-offices, the Admin finance clerk will carry out the following duties and responsibilities.

Core Functions / Responsibilities:

- 1) Assist in daily finance tasks e.g. fund transfer, process of currency conversion, account transfer, payment process, handling the office petty cash etc.
- 2) Assist in maintaining the accounting filing system. Ensure that the database is maintained properly according IOM's financial policy.
- 3) Assist in following-up and coordinating with IOM's clients including bank, vendors, and other counterparts as requested.
- 4) Assist in calculating the monthly cost allocation including all pre-paid expenditures, offices rental, cars rental, phones rental, insurance fees, internet fees, UNDSS fees, fuel consumption, etc.
- 5) Assist in calculating the DSA computation of staff. Follow-up with respective staffs in case of incomplete submissions prior to settlement /payment.
- 6) Assist in attendance records as well as annual and sick leave records for all staff in the mission, using computerized template provided by Yangon and in hard copy.
- 7) Participate and facilitate for the employee Entry-on Duty Medical Examination and Medically Fit Certificates, as well as for inclusion in the appropriate medical coverage plan.
- 8) Arrange interviews to select candidates following interview as per HR guidelines of IOM.
- 9) Involve and support on HR related matters regarding to new staff orientation.
- 10) Perform any other duties as may be assigned, including PRISM function

Required Qualifications and Experience

Education

- University degree and Myanmar national
- Secondary School or Diploma level in finance, accounting, business administration or other related areas.

Experience

- Strong experience in health data management.
- Minimum of two years progressive responsibility in Sexual, Reproductive Health, Maternal and Child Health Experience in Health emergency data monitoring
- Experience in performing monitoring, evaluation, and research.
- Previous working experience with UN, INGO, or NGO.
- Excellent computer skills, including office applications; database development and management capacity an asset.
- Experience in the usage of office software packages (MS Word, Excel, Access etc.) and knowledge of spreadsheet and data analysis
- Maintains confidentiality and discretion in appropriate areas of work.

Skill

- Capacity to work independently, efficiently with flexibility.
- Excellent interpersonal, communication and presentation skills
- Good computer skill MS Office software package especially on Microsoft Excel

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 25 April 2025 to 08 May 2025

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