



International Organization for Migration (IOM)

The UN Migration Agency

Open to External Candidates

Reference No. : CFCV/ID10/2021/073 – REISSUED
Position Title : Intern Finance (Budgeting)
Duty Station : Jakarta
Organization Unit : Finance Unit
Type of Appointment : Internship Contract
Reporting to : National Finance and Budget Officer
Estimated Start Date : 01 January 2022
Closing Date : 10 December 2021

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.

IOM is committed to a diverse and inclusive environment and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Only external candidates will be considered for this vacancy. This is a request for Curricula / expression of interest for the position of **Intern Finance (Budgeting)**. The success candidate will be offered Internship Contract. *Applications from all gender candidates are encouraged.*

Context:

Operational in Indonesia for more than 40 years, IOM Indonesia is one of the largest IOM missions in the world working on a wide range of activities in partnership with the Government of Indonesia, civil society, private sector actors, migrants and communities. IOM Indonesia is engaged in several thematic areas, including: Counter-Trafficking/Labour Mobility and Human Development (CT/LMHD), Disasters, Climate and Resilience (DCR), Immigration and Border Management (IBM), Migrant Assistance, Migration Health, and Resettlement and Voluntary Returns.

The Resources Management Unit will contribute to the monitoring and supporting the budgetary financial, human resources and other administrative functions to ensure quality, effective and efficient resources management of the Country Office. Under the guidance and direct supervision of National Finance and Budget Officer, the incumbent will provide assistance in Finance (budgeting) activities for IOM Mission in Indonesia. S/he will be working in close coordination with all DRM and projects/operational units and other staff in the Mission.

Responsibilities and Accountabilities:

1. In coordination with NFO, developing a strong database for all projects for better internal tracking and data management.
2. Maintain the documentation and records/filing system for all project documents and reports in the database.
3. Prepare the monthly financial monitoring report with accurate financial tracking on a monthly basis and perform/advise correction entries in order to have a clean project expenditure report with correct Work Breakdown Structure (WBS) and General Ledger (GL) utilization; drive and optimize the process of data collection to ensure accurate monthly reporting.
4. Update the monthly project budget dashboard and ensuring the accuracy of the reports.
5. Monitoring and overseeing the day-to-day administrative, budgetary, and financial functions in accordance with IOM's rules, regulations, and procedures.
6. Evaluate the effect of cost between projected program changes and the projected budget; forecast shortfalls and actions necessary to accommodate the changes.
7. Prepare the templates/checklists aimed at improving work process and increasing efficiency.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Applicants enrolled in the final academic year of a first university degree programme (minimum under-graduate school) in Accounting or Business Administration, or others at the of application of internship; and/or applicants who are enrolled in a second university degree (graduate school/equivalent); or have graduated with a university degree within one year of graduation.

Skills

- Ability to prepare a clear and concise reports and to analyse and interpret source information and data.
- Ability to analyse financial information, identify sources of data collection and ability to present the resulting analysis in an easy-to-understand format.
- Good knowledge of and experience in finance/accounting and administration.
- High level of computer literacy is required (Ms office), specifically Excel and computerized accounting systems. Knows how to use SAP is advantage.
- Good writing and communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking.
- Self-motivation, ability to work independently, and ability to prioritize tasks.

Languages

Fluency in **English** and **Bahasa Indonesia**, both written and spoken.

Required Competencies

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

Value

- 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 competency - behavioural indicators *level 1*

- 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.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date,
- b) Complete the Personal History Form which can be downloaded at the following link :
<http://indonesia.iom.int/sites/default/files/Personal%20History%20Form.xls>
- c) Detailed *curriculum vitae* and minimum three referees (preferably direct academic supervisors).

Please submit your application through by email to rindonesia@iom.int, indicating the reference code above (**CFCV/ID10/2021/073 - REISSUED**) as subject. The deadline for applications is **10 December 2021**. Candidates applying for this vacancy are required to declare whether they have relatives already working for IOM. *The previous applicant no need to reapply.*

Only applicant who meets the above qualification will be considered

Posting period:

From 26.11.2021 to 10.12.2021