



International Organization for Migration (IOM)
The UN Migration Agency

Call for Expression of Interest

Position Title : **Resources Management Officer**

Duty Station : **Multiple Duty Stations**

Classification : **Professional Staff, Grade P3**

Estimated Start Date : **As soon as possible**

Closing Date : **14 June 2020**

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.

Context:

Under the direct supervision of the Chief of Mission (CoM) and in coordination with the Senior Regional Resources Management Officer (SRRMO) and relevant units at Headquarters (HQs) including Administrative Centres (Manila and Panama), the successful candidate will be responsible and accountable for managing the budgetary, financial, human resources, and administrative functions of the Country Office (CO).

Core Functions / Responsibilities:

1. Monitor and oversee the financial management of all activities including oversight of financial expenditure and accountability. In coordination with the CoM and the SRRMO undertake financial analysis of all activities and its Sub-Offices.
2. Prepare project financial reports in accordance with IOM and donor regulations and established procedures.
3. Maintain and further strength appropriate internal controls to safeguard the Organization's assets, control cash, and prevent fraud.
4. Prepare Programme and Budget reports and proposals. Review monthly accounts of the Country Office.
5. Supervise the management of the treasury by forecasting cash flows according to CO activities and its Sub-Offices and ensuring daily control of funds disbursed. Ensure funding is received in accordance with donor agreements.
6. Oversee the budget control process and analyses variances between budgeted and actual expenditures based on the donor agreement. Assist the CoM and Project Managers in the preparation of budget for new projects.
7. Provide technical support to project managers throughout the cycle to ensure compliance with the general instructions of IOM and relevant permanent instructions for the whole CO, namely in the areas of general administration, finance, and human resources.
8. Inspect payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
9. Manage the human resources function and make recommendations on recruitment and personnel administration. Apply internal HR policies, rules, and regulations. Make recommendations on resolving difficult or sensitive cases in coordination with the SRRMO.

10. Supervise the proper records of PRISM at the CO and Sub-Offices.
11. Supervise the procurement and logistics services, including contracts with suppliers of goods and services and related administrative authorities; oversee the management of the fleet of vehicles and the maintenance of the premises as well as the functioning of all support services at the Country Office.
12. Liaise and coordinate with The Office of Legal Affairs (LEG) and Global Procurement Supply Unit (GPSU) as needed for the review and approval of agreements and Purchase Orders (POs) (lease, construction, service and agreements with implementing partners (IPs)) before signature and make sure IOM procedures are followed in the selection of partners and service providers.
13. Supervise and train local staff on IOM's administrative/financial policies and procedure. In coordination with the SRRMO and other relevant Units/Departments in the RO, Administrative Centres and HQs, evaluate monthly financial reports for all projects and act to resolve anomalies and unusual trends.
14. Supervise ICT staff to ensure compliance with relevant IOM standards, processes rules and regulations.
15. Serve as Officer-in-Charge (OiC) of the Country Office in the absence of the CoM.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Finance, Accounting, Public Administration, Business Administration, Commerce or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.
- Professional certification as chartered accountant (CA) or certified public accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) will be a distinct advantage.

Experience

- Experience in Financial and Human Resources Management at the international level;
- Field experience, including coordination and cooperation with international institutions and coordination bodies;
- Experience in supervising the development and implementation of administrative control procedures, coordinating external auditing exercises;
- Experience using corporate IT systems and software.

Skills

- Knowledge of IOM/UN finance, procurement and HR procedures and rules
- Advanced knowledge of Microsoft Office, especially Excel
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of SAP highly desirable

Languages

IOM's official languages are English, French and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of any other UN language and/or Portuguese is an advantage.

Notes

Internal candidates must have completed at least one year in their current post to be eligible to apply.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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 – behavioural indicators - level 2

- **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.

Managerial Competencies – behavioural indicators - level 2

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link:

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Internationally recruited professional staff are required to be mobile. For this staff category, candidates will not be considered for placement a duty station within their country of nationality.

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, any residency or visa requirements, and security clearances.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 14 June 2020 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 12.05.2020 to 14.06.2020

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

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