



IOM International Organization for Migration

Vacancy Notice 2023-29

Open to Internal and External Candidates

Position Title	: Resources Management Officer
Duty Station	: Chisinau, Moldova
Classification	: National Officer Category, Grade NO-C, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: August 11, 2023

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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.

Context:

Under the direct supervision of the Chief of Mission (COM) and in coordination with the Senior Regional Resources Management Officer (SRRMO) in the Regional Office (RO), the Department of Financial and Administrative Management (DFM) at Headquarters (HQ) and the Administrative Centres in Manila (MAC) and Panama (PAC), the Resources Management Officer will be responsible and accountable for supervising and managing the budgetary, financial, human resources and administrative functions of the Country Office (CO) and / or Sub-Office(s) and providing support in these areas to staff.

Core Functions / Responsibilities:

1. Monitor and oversee the financial management for all activities in the Country Office (CO) including the oversight of financial expenditure and accountability. In coordination with the CoM undertake financial analysis of all CO activities.
2. Supervise the management of the treasury by forecasting cash flows according to CO and Sub-Office activities. Monitor and control funds disbursed; validate that funding is received and disbursed in accordance with donor agreements.
3. Prepare programme and budget reports in accordance with IOM regulations, donor rules and established procedures. Review monthly accounts of the Country Office.
4. Prepare relevant financial analysis of projects, oversee the budget control process and analyse variances between budget and actual expenditures. Take proactive action to

prevent projects from going into deficit or underspending in close coordination with the Project Managers.

5. Assist the CoM and Project Managers in the preparation of budgets for new projects and programmes.
6. Provide technical support to Project Managers throughout the project cycle to ensure compliance with the general instructions of IOM as well as donor rules and relevant permanent instructions for the whole CO, namely in the areas of general administration, finance, and human resources.
7. Maintain and further strengthen appropriate internal controls to safeguard the Organization's assets, cash and prevent fraud.
8. Inspect payroll versus budgets, validate that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
9. Review existing systems and procedures and, if necessary, recommend possible improvements to strengthen internal monitoring, evaluation and control systems and improve efficiency and effectiveness.
10. Manage the Human Resources function and make recommendations on recruitment and personnel administration of staff in the Country Office. Correctly apply Human Resources (HR) policies, rules and regulations and make recommendations for resolving difficult or sensitive cases in consultation with the COM / SRMO and RRMO.
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 Supply Chain Division (SCD) 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, vendors and service providers.
13. Supervise ICT staff to ensure compliance with relevant IOM standards, processes rules and regulations.
14. Supervise and train staff on IOM's administrative/financial policies and procedure.
15. Participate in UN meetings such as the UN Operations Management Team (OMT) or ONE UN working groups when required.
16. Perform other duties as may be assigned.

Required Qualifications and Experience

Education:

- Master's degree in Finance, Accounting, Business Administration, Management 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) is an 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 finance, procurement and HR procedures and rules.
- Superior knowledge of Microsoft Office, especially Excel.
- Knowledge of International Public Sector Accounting Standards (IPSAS).
- Knowledge of SAP or ORACLE is highly desirable.

Languages:

For this position, fluency in English, Romanian and Russian is required (oral and written).

Required Competencies

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

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

Only candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, and work permit, as applicable.

How to apply:

Interested applicants are invited to send the Personal History form

https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls and cover letter in English to: roviehr@iom.int

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **11 August 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 04.08.2023 to 11.04.2023