



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Vacancy Notice Number : **VN #BLR/2018/04**
Position Title : **National Resource Management Officer**
Duty Station : **Minsk, Belarus**
Classification : **General Service Staff, Grade NOA**
Type of Appointment : **One Year Fixed-Term with possibility of extension**

Closing Date : **25 January 2018**

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. 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.

General Functions:

Under the direct supervision of the Chief of Mission (CoM) in Minsk and in coordination with relevant units at Headquarters (HQ) and Regional Office in Vienna, the Resource Management Officer will be responsible and accountable for managing the budgetary, financial, human resources and administrative functions of the Mission.

Core Functions / Responsibilities:

- In close coordination with the CoM and Senior Regional Resource Management Officer, monitor compliance with general instructions of IOM and relevant permanent instructions for the Mission in the areas of general administration, finance and human resources.
- Monitor and oversee the financial management for all activities of the mission including the oversight of financial expenditures and accountability and financial analysis of the mission's projects.
- Prepare donor financial reports in accordance with IOM regulations and established procedures.
- Forecast cash flows according to activities in the Mission and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements.
- Prepare annual budget for the Mission; monitor budget control and report variances between budget and actual expenditures. Assist in the preparation of budgets for new programmes.

- Prepare payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
- Provide support to the CoM and Project Managers throughout the project cycle to ensure compliance with IOM's policies and procedures and any donor-specific requirements.
- Make recommendations on the procedural improvements, supervise and train local staff in the relevant areas of administration and financial policies and procedures.
- Assist the CoM in managing the human resources of the Mission and make recommendations on recruitment, retention, promotion, and separation of local staff. Interpret and apply IOM's HR policies, rules and regulations and make recommendations for resolving difficult or sensitive cases.
- Supervise the procurement and logistic services, ensuring that contracts with suppliers of goods and services are in line with the Organization's procedures, regulations and guidelines.
- Assist the CoM and Project Managers by providing information on the correct allocation of programme funds and by providing any requisite documentation including for auditing purposes.
- Prepare monthly accounts for the Mission, prepare bank reconciliations and conduct preliminary analysis of general ledger accounts.
- Review, check, verify and sign off all financial documents processed at IOM Minsk and ensure that appropriate supporting documentation has been attached and correctness/consistency of the postings at all times maintained.
- Liaise with relevant units at HQ and the RO with regard to the financial and administrative activities of the Mission.
- Monitor and work with implementing partners, control of financial statements and reports in accordance with IOM regulations and established procedures.
- Perform other related duties as may be assigned by the CoM.

Required Qualifications and Experience

- University degree in Finance, Accounting, Public Administration, Business Administration or a professional qualification with an accounting of financial orientation.
- Two years of relevant professional experience in the above fields.
- Professional certification as chartered accountant (CA) or Certified Accounting Practitioner (CAP), certified public accountant (CPA) or Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) will be a distinct advantage.
- Experience in financial management, accounting, and budgeting.
- Experience with internal control assessment, internal audit and or external audit.
- Knowledge of IOM/UN regulations, policies and procedures.
- Knowledge of human resources management an advantage.
- Experience with international institutions knowledge of IPSAS and SAP.
- Knowledge of IOM/UN accounting systems, software and procedures are a distinct advantage.
- Knowledge of EU funding related reporting requirements is an advantage.

Languages

English – fluent /written and spoken

Russian – fluent /written and spoken

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

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

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

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:

All interested applicants are kindly invited to send their application and IOM Personal History Form to tmarcholina@iom.int and iomminsk@iom.int by 25 January 2018 latest, referring to this advertisement in the subject line of your message.

Please note that only shortlisted candidates will be contacted.

Posting period:

From 11.01.2018 to 25.01.2018