



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **National Resource Management Officer (RMO)**
Duty Station : **Berlin, Germany**
(Initial training period in Nuremberg)
Reference Code : **VN-DE1-2018-32**
Classification : **National Officer, Grade NO-B**
Type of Appointment : **One Year Fixed Term Contract**
Estimated Start Date : **As soon as possible**
Closing Date : **19 July 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.

Context:

Under the direct supervision of the Chief of Mission (CoM) and in collaboration with relevant units at Headquarters (HQs) and Administrative Centres (Manila and Panama), the National Resource Management Officer will be accountable and responsible for managing the financial, budgetary, human resources, procurement and logistics, IT activities and administrative functions of the Mission and its sub-offices.

Core Functions / Responsibilities:

- In coordination with the CoM, enforces and monitors compliance with general instructions of IOM and relevant permanent instructions for the whole mission in the areas of general administration and financial resources.
- Plans, coordinates and monitors all financial activities in the mission; provides oversight of financial expenditures and accountability and undertakes financial analysis of projects in the mission.
- Maintains and improves appropriate internal controls to safeguard the organization's assets and to prevent fraud; proposes and implements changes to processing actions to the CoM.
- Coordinates the preparation of financial reports and other internal managerial reports in accordance with IOM regulations and established procedures.
- Coordinates and reviews budgets, financial reports for donors, and financial analysis of projects in accordance with donor reporting requirements.

- Prepares the annual budget for the mission, monitors the budget control process, and analyses variances between budgeted and actual expenditures; reviews budgeting processes for new programmes.
- Maintains financial procedures, ensures that local administrative procedures are in place and followed in accordance with the Organization's regulations, procedures and practices; recommends modifications to existing and/or proposes new instructions and procedures.
- Evaluates regular financial reports and takes action to resolve anomalies and unusual trends; reports regularly to the CoM on the financial situations of the Mission and provides other information as necessary.
- With guidance and instructions from the CoM, RO, HQ and the Administrative Centres, negotiates agreements and amendments, including all contractual terms that IOM has with contracting agencies and partners.
- Coordinates and oversees day-to-day administrative, finance, human resources, procurement and logistics activities in the Mission and its sub-offices; oversees the maintenance of the Mission's office premises, equipment, vehicles and supplies.
- Coordinates and supervises the Missions' ICT functions including maintaining and ensuring functional quality and usability of IOM corporate software applications; coordinates the development of new software solutions and optimizing existing solutions while ensuring that these are in line with the Organization's procedures, regulations and guidelines.
- Guides and trains staff and project managers on IOM's administrative and financial policies and procedures.
- Liaises with relevant units at HQ, RO and the Administrative Centres, as well as relevant external counterparts with regard to the financial and administrative activities of the Mission; reports regularly on the financial situation of the Mission and provides other information as necessary.
- Participates in the senior management team in the development and implementation of short- and long-term management objectives and goals. Liaises with project managers regarding funding levels of ongoing activities and estimated funds coming in through foreseen future activities.
- Supports and offers guidance to other units (programmes) on matters related to IOM administrative issues, local institutions and regulations with a view to increasing their effectiveness.
- Provides support to the CoM and project managers in answering any queries raised regarding the correct allocation of programme funds and providing any requisite documentation including for auditing purposes.
- Supervises and administers subordinated staff members; plans and approves absences of staff; monitors, analyses and evaluates the staff/team performances; provides guidance to the staff members; administers financial resources of the team, and coordinates resource deployment.
- Performs any other duties as assigned by the CoM.

Required Qualifications and Experience

Education

- University degree (BA/MA) in Finance, Accounting, Public Administration, Business Administration or a related field from an accredited academic institution, with minimum four years of relevant professional experience, preferably in similar roles.

Experience

- Professional certification as a Chartered Accountant or Certified Public Accountant is an advantage;
- Experience in financial management, accounting and budgeting; with internal control assessment, internal and/or external/project audits;
- Working experience on international level and knowledge of IOM/UN regulations, policies and procedures;
- Experience with international institutions knowledge of International Public Sector Accounting Standards (IPSAS) and SAP is highly desirable;
- Knowledge of IOM/UN accounting systems, software and procedures is an advantage;
- High level of computer literacy, in particular, experience in computerized accounting systems and software; knowledge of MS Office specifically EXCEL;
- Strong organisational skills including experience in the financial management of projects is a requirement;
- Excellent drafting and reporting skills;
- Previous work experience with national, regional or international public bodies would be an advantage.

Languages

Excellent knowledge of English and German; knowledge of other official IOM language is an advantage.

Required Competencies

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client 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 vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a cover letter not exceeding more than one page, CV and relevant certificates and references by email to HRDGermany@iom.int. Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 05 July 2018 to 19 July 2018

Contact

International Organization for Migration / Germany
Human Resources

Email: HRDGermany@iom.int