



IOM International Organization for Migration

OPEN TO INTERNAL & NON-REPRESENTED MEMBER CANDIDATES

Position Title : **Resource Management Officer**
Duty Station : **Juba, South Sudan**

Classification : **Official, Grade Equiv. P3**
Type of Appointment : **Special, six months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **February 14, 2012**

Reference Code : **SVN2012/16(O)-INT**

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 has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favorably considered:

Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Cambodia, Cape Verde, Comoros, Congo, Cyprus, Czech Republic, Djibouti, Dominican Republic, El Salvador, Gabon, Gambia, Guyana, Holy See, Honduras, Jamaica, Lesotho, Libya, Lithuania, Luxembourg, Madagascar, Maldives, Malta, Mauritania, Micronesia, Mongolia, Montenegro, Morocco, Namibia, Nauru, Niger, Nigeria, Paraguay, Rwanda, Seychelles, Slovenia, Somalia, South Sudan, Swaziland, Timor Leste, Togo, Trinidad and Tobago, Tunisia, Vanuatu, Yemen

Applications from qualified female candidates are especially encouraged.

Context:

Under the direct supervision of the Chief of Mission in Juba, South Sudan, and in coordination with relevant units at Headquarters, the Administrative Centres in Manila and Panama and the Regional Office in Pretoria, the successful candidate will be responsible and accountable for coordinating the budgetary, financial, human resources and administrative functions of the Mission and its sub-offices.

Core functions / responsibilities:

1. Monitor and oversee the financial management for all activities in South Sudan including the oversight of financial expenditure and accountability; undertake financial analysis of projects in the Mission.
2. Prepare donor financial reports in accordance with IOM regulations and established procedures.
3. 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.
4. Prepare annual budget for the Mission, monitor budget control and analyze variances between budget and actual expenditures, and assist in the preparation of budgets for new programmes.
5. Inspect payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
6. Make recommendations on procedural improvements and assist in training local staff in the relevant areas of administration and finance.
7. Assist in the supervision of the Mission's administrative functions, including recruitment, retention, promotion, separation, and other related activities, in accordance with the Organization's policies and procedures.
8. Liaise with other internal functional units of the Mission, as well as banking, donors and government counterparts and other stakeholders as required in the performance of the accounting function.
9. Liaise with relevant units at HQs, relevant Administrative Center and Regional Office in Pretoria with regard to the financial and administrative activities of the Mission and report regularly.
10. Coordinate with the security of the facilities and personnel, training of security staff and coordination with the UN security cells; ensure that all reasonable measures are taken in regards to security of the office premises and equipment.
11. Perform other duties as may be assigned.

Desirable Competencies:

Behavioural

a) takes responsibility and manages constructive criticism; b) works effectively with all clients and stakeholders; c) promotes continuous learning, communicates clearly; d) takes initiative and drives high levels of performance management; e) plans work, anticipates risks, and sets goals within area of responsibility; f) displays mastery of subject matter; g) contributes to a collegial team environment; h) creates a respectful office environment free of harassment and retaliation and promotes the prevention of sexual exploitation and abuse (PSEA); i) incorporates gender-related needs, perspectives and concerns and promotes equal gender participation; j) displays awareness of relevant technological solutions; k) works with internal and external stakeholders to meet resource needs of IOM.

Technical

a) effectively applies knowledge of relevant financial discipline; b) develops / follows internal control procedures to prevent fraud and mismanagement; c) ensures application of institutional financial policies and guidelines; d) advocates incorporation of financial considerations into processes and procedures; e) effectively applies knowledge of multiple financial disciplines to monitor and manage the work of staff; f) effectively applies knowledge of relevant Human Resources theories and practices, and recognizes their application within existing IOM processes; g) delivers Human Resources solutions customized to the needs of IOM; h) anticipates and understands internal and external issues and opportunities that may impact the human resources landscape of IOM; i) adapts best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives.

Desirable Qualifications and Experience

a) completed advanced University degree from an accredited academic institution preferably in Accounting/Business Administration with a preferred certification as chartered accountant or certified public accountant or alternately, an equivalent combination of relevant training and experience in accounting or finance; b) five years (or seven years for candidates holding a first level university degree) in finance, accounting, budgeting and business administration; good knowledge of human resource management; c) experience in liaising with governmental and diplomatic authorities as well as with international institutions; d) knowledge of IPSAS and SAP a distinct advantage; e) ability to prepare clear and concise reports, supervise staff and coordinate administrative activities; f) high level of computer literacy, in particular experience in MS Excel and computerized accounting systems and software; g) knowledge of IOM accounting systems, software and procedures an advantage.

Languages

Excellent knowledge of written and spoken English. Good Knowledge of Arabic language an advantage.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by February 14, 2012 at the latest, referring to this advertisement.

For further information, please refer to: <http://www.iom.int/jahia/Jahia/pid/165>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

Posting period:

From 07.02.2012 to 14.02.2012

Requisition: SVN2012/16(O) - Resource Management Officer (Equiv. P3) - Juba, South Sudan (54410606) Released

Posting: SVN2012/16(O)-Resource Management Officer (Grade Equiv. P3) - Juba, South Sudan (54410619) Released

Posting Channel: For Internal Candidates