Established in 1951, the International Organization for Migration (IOM) is the leading international agency to advance the understanding of migration issues, encourage social and economic development through migration, and uphold the human dignity and well-being of migrants. As the “migration agency”, IOM acts with its partners in the international community to:

- Assist in meeting the growing operational challenges of migration management.
- Advance understanding of migration issues.
- Encourage social and economic development through migration.
- Uphold the human dignity and well-being of 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.

**Context:**

Under the direct supervision of the Head of Office in Mauritius, and in coordination with relevant units at the Regional Office for Southern Africa and the Administrative Centres in Manila and Panama, the incumbent will be responsible for carrying out finance and administrative tasks at IOM Office in Mauritius.

**Core Functions / Responsibilities:**

**FINANCE:**

- Prepare and process all the financial data of the mission and ensure entries are accurately coded into SAP.
- Ensure the monthly financial closures of accounts are done timely and ensure hardcopies of financial reports are sent to the Manila accounting Services (MAS).
• Assist with checking of invoices and ascertain that the equipment, supplies or services they refer to were duly received or provided;
• Prepare monthly financial statements;
• Draft periodic financial reports for donors and the HoO in accordance with IOM regulations and established procedures;
• Monitor local bank accounts and keep track of balances to ensure that there are sufficient funds; prepare requests for replenishment whenever necessary; ensure payment processing is according to financial rules and regulations;
• Perform settlements of the travel expense claims for all staff members in Mauritius; coordinate with respective staff member to verify the accuracy and ensure completion of the claims and supporting documents;
• Ensure timely clearing of staff vendor accounts;
• Provide monthly financial reports (projectization & sustainability reports) to Head of Office and RO; verify expenses are correctly allocated to projects consistent with IOM's projectization criteria;
• Identify issues, challenges in terms of financial procedures and requirement and propose solution to Head of Office.

ADMINISTRATIVE / HR:
• Assist in the coordination of the office's human resources functions, including recruitment, retention, promotion, separation, and other related activities, in accordance with the Organization's policies and procedures; inspect payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria;
• Monitor compliance with the IOM relevant rules and regulations in the areas of HR, finance, procurement, and other relevant administrative areas;
• Provide Staff payroll support on PRISM;
• Renew and maintain staff contracts; issue consultancy contracts according to rules and regulations of IOM and keep a record of all consultancy contracts;
• Record and control attendance records (timekeeping);
• Coordinate and follow up on EOD medical clearance for new staff members;
• Keep track of contract’s expiration dates;
• Assist with renewing of diplomatic IDs, Residence and Work Permits;
• Coordinate recruitment and selection process, applying the best HR practices and tools. Ensure that ToRs are graded by IOM Panama before advertising and that all units adhere to guidelines on recruitment and selection;
• Assist with staff HR-related enquiries.

LOGISTICS / PROCUREMENT:
• Coordinate procurement, storage, inventory, insurance, and asset management of goods and services;
• Carry out procurement of items for the Office in accordance with the IOM Procurement policies;
• Coordinate Office and CVAC maintenance and repair;
• Assist in coordinating the necessary insurance of IOM property (renewals/claims/adjustments);
• Coordinate the preparation and update of the office inventory, including verifying and certifying coding of supplies and equipment;
• Coordinate with RO Finance Department on logistics/procurement related issues;
• Maintain procurement, vendor and inventory databases and ensure proper
inventory tracking systems are in place;

- Prepare purchase orders / contracts and ensure all approvals are obtained;
- Follow-up with suppliers for the timely delivery of requested supplies and materials and keep the concerned project staff informed on the status of the delivery; negotiate with suppliers and resolve issues related to delivered goods.

OTHER:
- Assist in the coordination of IT functions of the mission;
- Liaise with other internal functional units of the office, as well as banking, donors and government counterparts and other stakeholders as required in the performance of the resource management function;
- Attend to external and internal auditors during their visits to the mission;
- Monitor resources of the organization are used in accordance with the regulations and guidelines of the Organization;
- File and safeguard all goods/services contracts/ documentation such as warranties and any other relevant correspondence;
- Client Service Assistant back up for the Canada Visa Application Centre, Mauritius;
- Perform any other tasks as may be assigned.

**Required Qualifications and Experience**

**Education**
- Bachelor’s degree in Accounting, Financial Management, or Business Administration, preferably with certification as chartered accountant or certified public accountant, with minimum of three years’ relevant professional experience

**Experience & Skills**
- Experience in financial management, accounting and budgeting;
- Experience with internal control assessment, internal and/or external/project audits;
- Ability to prepare clear and concise financial and administrative reports;
- Knowledge of International Public Sector Accounting Standards (IPSAS) and SAP is an advantage;
- High level of computer literacy (MS Office Word, Excel and Outlook)
- Candidate should be highly motivated, with dynamic personality and the ability to work under pressure to meet deadlines.

**Languages**

Fluency in English, French and Mauritian Creole is required.

**Required Competencies**

**Values**
- Inclusion and respect for diversity: encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Integrity and transparency: maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
Core Competencies – behavioural indicators level 3

- **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;
- **Technological Awareness** - displays awareness of relevant technological solutions;
- **Resource Mobilization** - establishes realistic resource requirements to meet IOM needs

**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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance 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, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their applications (detailed CV, letter of motivation and Personal History (P11) form) by email to iommauritius@iom.int, by March 04, 2019 at the latest, referring to this advertisement (VN 2019-03) in the subject line of the email application.

In order for an application to be considered valid, IOM only accepts complete applications (detailed CV, letter of motivation and Personal History (P11) form).

Only shortlisted candidates will be contacted. It is compulsory for all applications to be accompanied by a Personal History (P11) form that can be downloaded from IOM Regional Office for Southern Africa vacancy webpage: https://southafrica.iom.int/vacancy.

**Posting period:**

From 18.02.2019 to 04.03.2019