

**OPEN TO INTERNAL AND EXTERNAL CANDIDATES**

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| Position Title | : | | Resource Management Assistant | |
| Duty Station | : | | Ulaanbaatar, Mongolia | |
| Classification | | : | | G4 | |
| Type of Appointment | | : | | 6 months with possibility of extension | |
| Estimated Start Date | | : | | Immediate | |

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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:**

The Republic of Mongolia joined IOM as a member state in 2008. In 2011 IOM opened an office in Ulaanbaatar and since then has been contributing to the efforts of the Government of Mongolia to manage migration effectively through an ever-growing portfolio of projects and programmes.

**Responsibilities:**

1. Assist in monitoring compliance with general instructions of IOM and relevant permanent instructions for the Mission.
2. Assist in monitoring the financial management for the projects, including financial expenditure and accountability.
3. Assist in preparation of different types of financial reports in accordance with IOM regulations and established procedures, as well as donor agreement.
4. Undertake financial analysis of concern projects and forecast cash flows according to the planned activities and ensuring control of funds disbursed.
5. Assist in monitoring, on a regular basis, budgets versus actual expenditures, in relation to the implementation of operational activities.
6. Prepare payment to relevant service providers and vendors.
7. Prepare relevant documents and entry of all financial transactions of the mission into the accounting system to confirm financial policy and accounting procedures are followed.
8. Ensure real-time entry of financial transactions for all activities, including verifying and certifying all payments, receipts and transfers.
9. Provide procurement and logistic services of the office, in line with IOM administrative and financial policies and procedures, including contracts with suppliers of goods and services and related administration authorities;
10. Register and update all equipment purchased according to IOM’s policies and procedures;
11. Update mission’s asset inventory on regular basis and monitor assets assignment.
12. Assist in coordinating and monitoring financial and other resources management activities in Mongolia.
13. Maintain the personnel files of national staff correctly and in line with organizational standards
14. Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

**Education**

* University degree, preferably in Accounting or Business Administration or related field with 2 years of experience.
* Professional certification as chartered accountant or certified public accountant highly advantageous.

**Experience**

* Experience in financial management, accompanied by background in accounting and budgeting; knowledge of IPSAS and SAP highly desirable;
* Excellent communication and negotiation skills, proven ability to prepare clear and concise reports, and excellent English and Mongolian communication skills;
* Effective resource management skills, and ability to coordinate administrative activities;
* Personal commitment, efficiency, flexibility, drive for results and commitment to continuous learning;
* High level of computer literacy, good knowledge of MS Office, specifically EXCEL.

**Languages:**

Mongolian, fluent

English, fluent

**Other**:

Appointment will be subject to verification of educational and professional qualifications and certification that the candidate is medically fit for appointment in accordance with IOM’s requirements.

**How to apply:**

Interested and qualified applicants should:

1. Submit their CV and one-page cover letter via email to IOM Ulan Bator at: [iomulanbator@iom.int](mailto:iomulanbator@iom.int)

Note: No copies of diplomas or references are required. Only short-listed candidates will be invited to provide additional documentation.

1. Please mark the subject line of your application with “Application – Resource Management Assistant”.
2. Applications close at ***5pm, 14 January 2020****.* Late or incomplete applications will not be accepted.

Note: Only shortlisted candidates will be contacted. Please do not contact us to enquire about the ongoing recruitment process.