



IOM International Organization for Migration

Position Title : **National RMO**
Duty Station : **Moscow, Russian Federation**
Classification : **National Officer - A**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **November 16th, 2018**

Reference Code : **VN 2018/05 (E)**

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

Core Functions / Responsibilities:

1. 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.
2. Assist in monitoring and overseeing the financial management of the Country Office including the oversight of financial expenditures and accountability and financial analysis of its projects.
3. Prepare donor financial reports in accordance with IOM regulations and established procedures.
4. Forecast cash flows according to activities in the Country Office and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements.

5. Assist in preparing annual budget for the Country Office; monitor budget control and report variances between budget and actual expenditures. Assist in the preparation of budgets for new programmes.
6. Check payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
7. 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.
8. Make recommendations on procedural improvements, supervise and train local staff in the relevant areas of administration and financial policies and procedures.
9. Assist the CoM in managing the human resources of the Country Office 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.
10. Oversee procurement and logistic services, ensuring that contracts with suppliers of goods and services are in line with the Organization's procedures, regulations and guidelines.
11. Supervise the IT systems administration staff, ensuring proper coordination of IT projects, compliance with IOM IT standards, and communication with ITSC and RPC. Consult and coordinate IT issues with the Chief of Mission and IT colleagues in Headquarters or Manila as appropriate
12. 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.
13. Prepare monthly accounts for the Country Office, prepare bank reconciliations and conduct preliminary analysis of general ledger accounts.
14. Review, check, verify and sign off all financial documents processed at IOM Moscow while ensuring that appropriate supporting documentation has been attached for correctness/consistency of the postings.
15. Liaise with relevant units at HQ and the RO with regard to the financial and administrative activities of the Country Office.
16. Monitor and work with implementing partners, control of financial statements and reports in accordance with IOM regulations and established procedures.
17. Perform other related duties as may be assigned by the CoM.

Required Qualifications and Experience

Education

- University degree in Finance, Accounting, Public Administration, Business Administration with two years of relevant professional experience.
- 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

- 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.
- Strong written and verbal communication skills and ability to effectively communicate with and lead a team
- Solid knowledge of UN, IOM and NGO mandates and programmes in the humanitarian responses and conflict development.
- Familiarity with financial management and good level of computer literacy, including database applications.
- Self-motivated and objective driven.

Languages

Fluency in English and Russian is required.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 the country 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 and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications on IOM Personal History Form (enclosed) to MoscowHR@iom.int by November 19th, 2018 at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts IOM Personal History Form duly completed in English.

Only shortlisted candidates will be contacted.

Posting period:

From 12.11.2018-16.11.2018 (re-issued)

 Think Green before you print