

Position Title : **Compliance Officer**
Duty Station : **Athens, Greece**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **08 April 2024**

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.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Senior Resources Management Officer (SRMO) and in close coordination with relevant Units at Headquarters (HQ) and the Regional Office (RO) in Brussels, the Compliance Officer will be responsible and accountable for overseeing and monitoring the financial and supply chain management activities of the Country Office (CO) and to ensure compliance with the International Organization for Migration's (IOM) Rules and Regulations as well as with any donor-specific requirements. The Compliance Officer will be responsible and accountable for ensuring the highest efficiency in strengthening internal controls and compliance with financial regulations and rules through effective financial resources management and the provision of accurate, thoroughly researched and documented financial information, effective delivery of procurement, logistics and financial services, transparent utilization, and management of the organization's resources.

Core Functions / Responsibilities:

1. Provide first-line support, guidance, and training in IOM Greece with respect to IOM's policies, processes and procedures relating to internal controls and supply chain management matters.
2. Analyze and provide expert interpretation of the financial policies of IOM and donors and provide solutions to a wide spectrum of complex financial issues, in coordination with the SRMO and, where applicable, RO and HQ.
3. In line with the IOM policy on Fraud Awareness and Prevention Guidelines (IN/70), implement anti-fraud measures to safeguard the organization from processes and procedures that may lead to corrupt practices. Ensure close coordination with the SRMO for development of systems and tools to be implemented and ensure that these systems and tools are aligned to IOM policies, rules, and regulations.
4. Strengthen internal controls by documenting, improving, and streamlining approval processes including control of accounts, control of cash management and large procurements.
5. Oversee and monitor the implementation of appropriate internal controls in regards of, but not limited to procurement processes, mechanisms, and internal controls in IOM Greece. Advise the SRMO on risk management of procurement matters and processes and coordinate accordingly about risks identified in the mission. Analyze procurement requests, authenticate Service Providers, and evaluate information regarding vendor's performance in the areas of quality, prices, and delivery of goods in view of the Organization's best interests.
6. Follow up with IOM Greece to ensure timely submission of necessary asset and procurement reports and documentation to relevant HQ Departments and to Manila Administrative Centre (MAC)/Panama Administrative Centre (PAC), as appropriate.
7. Prepare and implement guidance for procurement, contracting, warehouse operations and asset administration that are compliant to IOM's general instructions, policies, and procedures. Develop, organize, and maintain systems and procedures for procurement and contracting of supplies, equipment, services needed by IOM Greece.
8. Serve as the main focal point for the Greece mission in relation to ensuring the authenticity of all bidding documents, tenders, and vendor accreditations. Ensure that all procurement and contracting processes are in full compliance and all activities are up to date with IOM and donor reporting and auditing requirements. Lead relevant meetings related to Procurement and Logistics and ensure a proper tracking system is in place to record all meetings and issues that may result in non-compliance of IOM policies.
9. In line with the IOM procurement manual (IN/168) and Field Authorization matrix, and in coordination with the SRMO, ensure that segregation of duties within the mission are well aligned and compliant to IOM policies, rules, and regulations.
10. Provide advice and guidance to IOM Greece to implement a contract tracking and administration system to ensure proper tracking and monitoring of contracts and agreements procured by projects. Provide expert support in drafting contracts agreements and ensure that proper coordination with Legal Unit in Greece is adhered to prior to any engagement to the contracting party.
11. Provide quarterly reports to COM and SRMO in line with internal assessments or recommendations from RO, HQ or MAC. Monitor, assess and implement mechanisms to prevent fraud and corruption, taking action to address concerns and issues. Follow up on audit reports, including on the implementation of audit recommendations. Report all concerns and issues related to non-compliance of IOM policies, rules, and regulations immediately to the SRMO and COM.

12. Undertake financial and budget reviews and analyses of all activities and projects of IOM Greece and present the results to the SRMO, by employing viewer- and reader-friendly means, such as dashboards and interactive platforms.

13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Financial Management, Internal Audit, Supply Chain Management, Public Administration or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.
- Certification in Financial Management, Internal Audit, Fraud Examination or Supply Chain management is an advantage.

Experience

- Five years of experience in managing diverse financial, internal controls, supply chain and logistics operations;
- Demonstrated experience in training and managing large teams of co-workers, managing vendors and service providers.

Skills

- Excellent level of computer literacy and good knowledge of SAP/Oracle required;
- Extensive knowledge of IOM or UN internal financial and supply management rules and corresponding ERP components.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.

- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 08 April 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 26.03.2024 to 08.04.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2024 174 Compliance Officer (P3) Athens, Greece (58747954) Released

Posting: Posting NC58747955 (58747955) Released