

Position Title : **Payroll Officer (International Payroll)**
Duty Station : **Manila, Philippines**
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 : **01 July 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; Fiji; 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; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

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

Context:

Under the overall supervision of the Chief, Manila Human Resources Operations (MHRO) and direct supervision of the Payroll Manager, the Payroll Officer (International Payroll) will be responsible for supervising a team of payroll professionals for ensuring consistent high quality and timely processing of the international professional staff payroll and entitlements, payments, accounting for payroll and year end closure tasks.

The Payroll Officer (International Payroll) is responsible for ensuring compliance and adherence with IOM HR and financial regulations, rules, policies. The services provides support for nearly 3000+ staff members of the organization.

The Payroll Officer (International Payroll) helps the Payroll Manager to build, lead, manage, motivate and build the capacity of a dynamic team of specialist staff. The successful candidate's ability to pragmatically work through solutions and meet deadlines under pressure is paramount.

Core Functions / Responsibilities:

1. Leads and manages the international staff payroll and entitlements processing team. That includes planning, coordinating and implementing measures to ensure payroll is processed in compliance with relevant policies and in accordance with Organization's payroll calendar.
2. Manages off cycle and advance payments for staff members globally.
3. Develops new procedures and guidelines in payroll. Proposes and implements changes that drive operational efficiencies including any enhancements to current system.
4. Develops monitoring mechanisms for assessment of key internal controls in global payroll environment and reports on them.
5. Acts as Focal point for resolution of cross -functional matters with MHR, Missions, Finance, Accounts, Projects and external partners such as the United Nations Joint Staff Pension Fund (UNJSPF), La Mutuelle, United Nations Federal Credit Union (UNFCU), etc.
6. Assists Payroll Manager for responding to internal/external audit queries and implementation and monitoring of recommendations.
7. Identifies risks and communicates with stakeholders and management and proposes alternative options including potential benefits, cost estimates, impact to other business processes.
8. Implements, measures performance, evaluates and reports on Service Level Agreements. Ensure prompt resolution of any service problems as they arise. Ensures adequate training to staff in payroll team.
9. Leads, contributes to complex and challenging business projects that significantly enhance efficiency, business improvement, continuity, information and performance of global payroll processes.
10. In the absence of Payroll Manager, manages Payroll operations ensuring consistent high-quality services at all times are delivered to the organization in the most cost-effective manner.
11. Perform such other duties as maybe assigned.

Required Qualifications and Experience:

Education

- Master's degree in Human Resources, Finance and Accounting or a related field from an accredited academic institution with at least five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.
- Formal specialized training in the area of HR and/or finance and accounting is an advantage.
- Certification as a Certified Public Accountant (CPA) an advantage.

Experience

- At least five years of work experience in the field of HR and/or finance and accounting, preferably in an international environment;
- Experience with integrated Human Resource Management and Payroll computer applications;

- At least two years of managerial responsibility in a large, complex, international organization/company;
- Experience in global payroll management covering multi-country and multi-currency context would be an advantage; and,
- International experience in UN payroll environment at an international professional level would be an advantage.

Skills

- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Demonstrated gender awareness and sensitivity, as well as the ability to integrate a gender perspective into tasks and activities;
- Thorough working knowledge HR of payroll systems and procedures, salary calculations and accounting made through payroll systems;
- Strong managerial and leadership skills;
- Excellent judgement and integrity;
- Adaptation/knowledge in ERP environment an advantage; and,
- High level of computer literacy.

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.

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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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 01 July 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 18.06.2024 to 01.07.2024

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 360 Payroll Officer (International Payroll) (P3) Manila, Philippines (58942054)

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