

Position Title : **Resources Management Officer**  
Duty Station : **Bujumbura, Burundi**  
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 : **14 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](http://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); Latvia; 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 direct supervision of the Chief of Mission (CoM) and in close coordination with the Senior Regional Resources Management Officer (SRRMO) in the Regional Office (RO), the Department of Resource Management (DRM) at Headquarters (HQ) and the Administrative Centres in Manila (MAC) and Panama (PAC), the Resources Management Officer will be responsible and accountable for supervising and managing the budgetary, financial, Human Resources and other administrative functions of the Country Office and/or Sub-Office(s) and providing support in these areas to staff.

### **Core Functions / Responsibilities:**

1. Monitor and oversee the financial management for all activities in the Country Office (CO)

including the oversight of financial expenditure and accountability. In coordination with the CoM and the SRRMO undertake financial analysis of all CO activities.

2. Supervise the management of the treasury by forecasting cash flows according to CO and Sub-Office activities. Monitor and control funds disbursed; validate that funding is received and disbursed in accordance with donor agreements.

3. Prepare programme and budget reports in accordance with IOM regulations and established procedures. Review monthly accounts of the Country Office.

4. Prepare relevant financial analysis of projects, oversee the budget control process and analyse variances between budget and actual expenditures. Take proactive action to prevent projects from going into deficit.

5. Assist the CoM and Project Managers in the preparation of budgets for new projects and programmes.

6. Provide technical support to project managers throughout the cycle to ensure compliance with the general instructions of IOM and relevant permanent instructions for the whole CO, namely in the areas of general administration, finance, and human resources.

7. Maintain and further strengthen appropriate internal controls to safeguard the Organization's assets, cash and prevent fraud.

8. Inspect payroll versus budgets, validate that salaries are correctly allocated to projects consistent with IOM's projectization criteria.

9. Review existing systems and procedures and, if necessary, recommend possible improvements to strengthen internal monitoring, evaluation and control systems and improve efficiency and effectiveness.

10. Manage the Human Resources function and make recommendations on recruitment and personnel administration of staff in the Country Office. Correctly apply Human Resources (HR) policies, rules and regulations and make recommendations for resolving difficult or sensitive cases in consultation with the CoM and SRRMO.

11. Oversee the Supply Chain services, including contracts with suppliers of goods and services and related administrative authorities; oversee the management of the fleet of vehicles and the maintenance of the premises as well as the functioning of all support services at the Country Office.

12. Liaise and coordinate with The Office of Legal Affairs (LEG) and Global Procurement Supply Unit (GPSU) as needed for the review and approval of agreements and Purchase Orders (POs) (lease, construction, service and agreements with implementing partners (IPs)) before signature and make sure IOM procedures are followed in the selection of partners and service providers.

13. Supervise ICT staff to ensure compliance with relevant IOM standards, processes rules and regulations.

14. Supervise and train local staff on IOM's administrative/financial policies and procedures.

15. Participate in UN meetings such as the UN Operations Management Team (OMT) or ONE UN working groups when required.

16. Serve as Officer-in-Charge (OiC) of the Country Office in the absence of the CoM.

17. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Finance, Accounting, Business Administration, Management 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.
- Professional certification as Chartered Accountant (CA) or Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) is an advantage.

### **Experience**

- Experience in Financial and Human Resources Management at the international level;
- Field experience, including coordination and cooperation with international institutions and coordination bodies;
- Experience in supervising the development and implementation of administrative control procedures, coordinating external auditing exercises; and,
- Experience using corporate IT systems and software.

### **Skills**

- Knowledge of IOM/UN finance, Supply Chain and HR procedures and rules;
- Advanced knowledge of Microsoft Office, especially Excel;
- Knowledge of International Public Sector Accounting Standards (IPSAS); and,
- Knowledge of SAP is highly desirable.

### **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 French 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**

<sup>1</sup> 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](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 14 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](http://www.iom.int/recruitment)

***Posting period:***

From 01.07.2024 to 14.07.2024

***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 414 Resources Management Officer (P3) Bujumbura, Burundi (58971511)

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