

Position Title : **Programme Support Officer (Budget Management)**
Duty Station : **Erbil, Iraq**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **23 May 2023**

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](#); [Kingdom of Eswatini](#); [Kiribati](#); [Lao People's Democratic Republic \(the\)](#); [Madagascar](#); [Marshall Islands](#); [Micronesia \(Federated States of\)](#); [Namibia](#); [Nauru](#); [Palau](#); [Saint Kitts and Nevis](#); [Saint Lucia](#); [Seychelles](#); [Solomon Islands](#); [Suriname](#); [The Bahamas](#); [Timor-Leste](#); [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 Deputy Chief of Mission in Erbil and the direct supervision of the Head of the Transition and Recovery Division (TRD), and in close coordination with TRD Programme Support Officer, TRD Senior Operations Coordinator and the Country Office Resource Management Office, the successful candidate will be responsible for advising and substantively supporting programme colleagues in project and budget management, including monitoring of all assigned projects in accordance with IOM project management and procurement handbooks, financial and human resources regulations, and general rules and regulations. TRD portfolio in Iraq includes Durable Solutions, Economic recovery stabilization and development, Infrastructure, Housing & Settlements, Cash-Based Interventions (CBI) as well as DTM & Research.

Core Functions / Responsibilities:

1. Manage the TRD administration team and ensure TRD compliance with IOM's policies and procedures namely in the areas of general administration, finance and HR and any donor specific requirements.
2. Ensure smooth functioning of project related financial aspects, budget development aligned with program objectives and effective closure of the programme.
3. Coordinate and provide required budget and financial advice and information to TRD teams (such as budget balances, burn-rate analysis, WBS for program activities) to ensure adequate planning and implementation of projects;
4. Collaborate with IOM's Resource Management Department and Finance Units to ensure the smooth functioning of program-related financial aspects, that appropriate budget lines have been allocated, budget utilizations in-accordance with IOM's and Donor's financial guidelines and corrective measures as necessary.
5. In coordination with Finance, RMO colleagues and Programme manager, take responsibility for the projectization and management of staff costs and provide assessments and recommendations for the establishment of new positions, periodic contract extensions, termination of positions, etc. based on availability of funding.
6. Manage and lead Human Resources related activities for staff in TRD, including projectization and management of program staff costs, funding availability, and required HR administration and information sharing in relation to Third Party contracts staff as required by CO HR team.
7. Work with the Programme Support Officer and the Partnership and Coordination Division in the preparation of new project proposals (operational budgets in particular) and budget revisions;
8. Ensure the effective closure of project budgets and prepare and/or provide advice on the preparation of required reports in coordination with the Program Support Officer;
9. Work with the CBI team to ensure accountability and compliance of global rules and regulations as well as ensuring financial use of budgets under CBI modalities is properly tracked vis-à-vis internal tracking and corporate systems.
10. Provide advice on and substantively support TRD operations and technical teams to ensure TRD projects are facilitated through timely and adequate procurement and logistic services. Plan and undertake analysis of operational budget uses linked to premises, vehicle rentals and daily workers, amongst others.
11. Work with teams of TRD and take action for the continuous improvement in internal process flow of document preparation, approvals, etc.
12. Lead in the development and continuous improvement of project management tools (procurement, human resources, finance and budget tracking) within TRD. Work with IMS team to develop TRD centralized project management system.
13. In coordination with Resource Management Office, lead capacity building of TRD staff members regarding IOM project management, financial, procurement and human resources and tools and processes.
14. Travel when required to the field notably to advise, guide, support and mentor TRD

administrative staff and operational teams in general.

15. Any other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Accounting, Commerce, Business Administration, Project Management, Human Resources with five years of relevant professional experience; or
- University degree in a related field from an accredited academic institution with at least seven years of relevant professional experience.

Experience

- Experience in project management;
- Experience in financial administration including financial management, accounting, budgeting and audit;
- Experience in managing human resources, procurement and logistics;
- Previous working experience in IOM, UN Agencies, Funds and Programmes or International Non-governmental Organizations;
- Experience in working in Iraq or in the region, is an advantage; and
- Experience in working in teams implementing large multi-sectorial operations, is an advantage.

Skills

- Good knowledge of IOM/ UN Human Resources and financial policies and staff rules and regulations;
- High level of computer literacy, good knowledge of MS Office, in particular in Excel;
- Excellent oral and written communication skills;
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage;
- Knowledge of SAP highly desirable;
- Strong written and verbal communication skills and ability to effectively communicate with and lead a team; and,
- Excellent organization skills; analytical and creative thinking.

Languages

IOM's official languages are English, French, and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of Arabic 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

Previous applicants do not need to re-apply

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 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 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 23 May 2023 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 17.05.2023 to 23.05.2023

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: SVN 2023 120 Programme Support Officer (Budget Management) (P3) Erbil Iraq (58103924)

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