

Position Title : **Resources Management Officer**
Duty Station : **Dhaka, Bangladesh**
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 : **26 June 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:

The International Organization for Migration (IOM) Bangladesh was officially established in 1998. However, the cooperation and collaboration between the Government of Bangladesh and IOM dates to 1992. Since then IOM Bangladesh has been implementing projects aimed to provide assistance on myriads of issues surrounding migration management to ensure safe, orderly and regular migration. Movement Operations have been and continue to be a fundamental pillar of the IOM's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations which include programs on Migration Health Assessment and Resettlement and Movement Management for migrants and refugees.

Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Head of Resources Management (HRM), and in coordination with the Regional Office (RO) in

Bangkok and relevant Units at Headquarters (HQ) the Resources Management Officer will be responsible and accountable for managing, monitoring and administering the budgetary, financial, treasury, supply chain, and administrative functions of IOM Bangladesh Office.

Core Functions / Responsibilities:

1. Monitor and oversee the financial management for all activities in the Country Office (CO) and Sub-Offices including the oversight of financial expenditure and accountability; undertake financial analysis of respective projects in coordination with Head of Resources Management (HRM).
2. In coordination with HRM, ensure that all finance activities are performed in accordance with the IOM Financial, Supply Chain and Accounting Regulations. Maintain and further strengthen appropriate internal controls to safeguard the Organization's assets, cash and prevent fraud.
3. Prepare project budgets and donor financial reports in accordance with IOM regulations and established procedures in coordination with Program Managers (PMs) and HRM.
4. Assist the HRM in preparing the annual budget for the CO, in coordination with the relevant PMs. Oversee budget control processes and analyse variances between budget(s) and actual expenditures on a monthly basis. In coordination with HRM, take proactive action to prevent projects from going into deficit.
5. Forecast cash flows according to activities in IOM Bangladesh CO and ensure daily control of funds disbursed in coordination with HRM.
6. Inspect payroll versus budgets, validate that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
7. Maintain financial procedures, ensure that internal administrative procedures are in place and followed in accordance with the Organization's regulations, procedures and practices, and recommend modifications to or new permanent instructions and procedures. Supervise and train staff on IOM's administrative/financial policies and procedures; evaluate regular financial reports and take action to resolve anomalies and unusual trends.
8. Coordinate administrative and human resources policies and practices with HRM and HR Officer; apply Organization's HR policies, rules and regulations and make recommendations for resolving difficult or sensitive cases in consultation with the HRM.
9. Assist HRM in the supervision of the CO Human Resources function, including recruitment, retention, promotion, separation, and other related activities, in accordance with the Organization's policies and procedures.
10. Liaise with all other internal functional units of the CO, as well as bank, donors and government counterparts and other stakeholders as required in the performance of the accounting function. Review and ensure monthly accounts are closed in a timely manner in coordination with HRM.
11. Ensure that all financial transactions conducted under CO are encoded in a timely manner and in accordance with existing rules and procedures.
12. Review existing systems and procedures and, if necessary, recommend possible improvements to strengthen internal monitoring, evaluation and control systems, and improve efficiency and effectiveness.
13. Verify all the requests for purchases in the CO, and make sure the budget is available and proper documentation is completed and submitted in a timely manner.

14. Coordinate the Supply Chain services with the Supply Chain Officer and HRM, 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 CO

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

16. Act as Officer-in-Charge in absence of the Head of Resources Management.

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.

Experience

- Experience in IOM administrative, HR, Procurement, and financial management, budget monitoring, cash management and internal control procedures;
- Experience supervising the development and implementation of administrative internal control procedures;
- Experience in training and managing large teams of co-workers;
- Experience on Audit processes
- Experience of providing resources management support for resettlement and migration health projects.

Skills

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

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of either Bengali and/or other local languages 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 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 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 26 June 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 13.06.2023 to 26.06.2023

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: VN 2023 180 Resources Management Officer (P3) Dhaka, Bangladesh (58118021) Released
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