

Position Title : **Head of Resources Management**
Duty Station : **Colombo, Sri Lanka**
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 : **17 April 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; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; 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; Saint Vincent and the Grenadines; Samoa; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

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

Context:

Working under the direct supervision of the Chief of Mission (CoM) in Sri Lanka and Maldives and in close coordination with the Regional Office for Asia and the Pacific (ROAP) and Department of Resources Management (DRM) and other relevant Units at Headquarters (HQ), as well as Manila Administrative Centre (MAC) and Panama Administrative Centre (PAC), the Head of Resources Management will be responsible and accountable for managing the budgetary, financial, Human Resources (HR) and administrative functions of the Country Office (CO) and its sub-offices.

Core Functions / Responsibilities:

1. In coordination with the CoM, monitor compliance with general instructions of IOM and relevant permanent instructions for the whole Mission, namely in the areas of general administration, finance and HR.
2. Monitor and oversee the financial management for all activities of the CO; including the oversight of financial expenditures and accountability and the undertaking of financial analysis of projects in the CO.
3. Prepare or coordinate the preparation of donor financial reports in accordance with IOM regulations and established procedures.
4. Maintain appropriate internal controls to safeguard the Organization's assets, control the treasury, and prevent fraud and keep the Senior Regional Resources Management Officer abreast.
5. Assist the CoM and the Project Managers in the preparation of the annual budget for the CO, oversee budget control process and analyze variances between budget and actual expenditures. Assist in the preparation of budgets for new programmes.
6. Inspect payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
7. Maintain financial procedures, ensure that local 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.
8. Manage the human resources functions and processes and make recommendations on recruitment, retention, promotion, and separation of local staff. Interpret and apply HR policies, rules and regulations and make recommendations for resolving difficult or sensitive cases.
9. 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.
10. Supervise and coordinate the procurement and logistic services, ensuring that contracts with suppliers of goods and services are in line with the Organization's procedures, regulations and guidelines; oversee the management of the fleet of vehicles and maintenance of buildings as well as the functioning of support services in the CO.
11. Support and offer guidance to other Units (programmes and Sub-Offices) on matters related to IOM administrative issues, local institutions and regulations and HR problems with a view to increasing their effectiveness.
12. With guidance and instructions from the CoM, ROAP, MAC, PAC and HQ negotiate on Agreements and Amendments, including all contractual terms that IOM has with the Implementing Partners and/or other entities.
13. Represent IOM at Organization Management Team and respective Working Groups on all relevant initiatives (BoS, CP, BOS, etc.).
14. Liaise with relevant Units at HQ and MAC, as well as relevant external counterparts with regard to the financial and administrative activities of the CO; report regularly on the financial situation of the CO and provide other information as necessary.
15. Undertake regular duty travels to the Sub-Offices in order to ensure that IOM set rules and regulations are followed accordingly.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Finance, Accounting, Public Administration, Business Administration, Commerce 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 or Certified Public Accountant is an advantage.

Experience

- Experience in financial management, accounting and budgeting;
- Experience in managing diverse procurement and logistics operations;
- Demonstrated experience in training and managing large teams of co-workers, vendors and suppliers.

Skills

- Good knowledge of human resources management;
- High level of computer literacy, in particular, experience in computerized accounting systems and software.
- Knowledge of IOM/UN accounting systems, software and procedures a distinct advantage;
- Demonstrated ability to act independently and exercise sound judgment;
- Ability to work under pressure;
- Demonstrated ability to prepare clear and concise report;
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage.

Languages

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

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written). Working knowledge of local language 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 three values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

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 action 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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 17 April 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 04.04.2023 to 17.04.2023

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 2022 455 Head of Resources Management (P3) Colombo, Sri Lanka (57890028)

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