



Vacancy Notice

MU10.VN2023-02

Position Title: **Resources Management Officer**

Duty Station: **Port Louis, Mauritius**

Position grade **General Service Staff, Graded – NO/A**

Type of Appointment: **Special Fixed-Term Contract, 6 months with possibility of extension**

Estimated Start Date: **As soon as possible**

Closing Date: **19 February 2023**

Established in 1951, International Organization for Migration (IOM) is 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 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, internal candidates are considered first-tier candidates. Second tier candidates include all external candidates.

Context:

Under the overall supervision of the Senior Regional Resource Management Officer (SRRMO) and the direct supervision of the Chief of Mission (COM) and in close coordination with the Regional Office (RO), the Department of Resource Management (DRM) at Headquarters (HQ) and the Administrative Centres in Manila (MAC) and Panama (PAC), the successful candidate will be responsible and accountable for supervising and managing the budgetary, financial, human resources and administrative functions of the Country Office and Canadian Visa

Application Centre (CVAC), including the IOM Southern African Migration Management (SAMM) Regional Programme, and providing support in these areas to staff.

Core Functions / Responsibilities:

1. Assist with the monitoring and oversight of the financial management for all activities in the Country Office including the review of financial expenditure and accountability.
2. Support the management of the treasury by forecasting cash flows according to CO activities and its Sub-Offices. Support the monitoring and control of funds disbursed; validate that funding is received and disbursed in accordance with donor agreements.
3. Contribute to the prepare relevant financial reviews of projects by overseeing the budget control process and analyse variances between budget and actual expenditures. Take proactive action to prevent projects from going into deficit.
4. Assist with the annual budget preparation for the Country Office by facilitating the monitoring of budget control and analyse variances between budget and actual expenditures. Support the preparation of budgets for new projects and programmes.
5. Support the strengthening of and maintenance of appropriate internal controls to safeguard the Organization's assets, cash and prevent fraud.
6. Contribute to the review payroll versus budgets, validate that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
7. Assist with the drafting of project and donor financial reports in accordance with IOM regulations and established procedures.
8. Participate in reviews of existing systems and procedures and, if necessary, recommend possible improvements to strengthen internal monitoring, evaluation and control systems and improve efficiency and effectiveness.
9. Assist in managing 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.
10. Oversee procurement and logistics 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.
11. Perform 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; or,
- University degree in the above fields with two 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 & skills

- Experience in all areas of financial administration including financial management, accounting and budgeting at an international level;
- Experience in human resources, procurement and logistics;
- Experience using an Enterprise Resource Planning system,
- Experience preparing reports, budgets, statistics and coordinate administrative activities;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Ability to act independently and exercise sound judgment;
- Ability to work under pressure;
- Ability to prepare clear and concise report;
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage; and,
- Knowledge of SAP highly desirable;
- Familiarity with financial oversight and public administration;
- Experience in liaising with third parties;
- Knowledge of MS Office products, and good computer literacy skills required

Languages

Fluency in English and French is required. Working knowledge of Mauritian Creole is an advantage

Required Competencies:

Values

- Inclusion and respect for diversity: encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Integrity and transparency: maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

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 and 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.

Other:

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station.

The appointment is subject to funding confirmation.

How to apply:

Interested candidates who meet the minimum requirements are invited to submit their applications containing a letter of motivation and a detailed up-to-date Personal History (P11) form and resume / CV by email to iommauritiuss@iom.int, **by 19 February 2023** specifying the reference number (MU10.VN2023-03) on the subject line of the email.

Only complete applications (detailed Personal History (P11) form, CV, letter of motivation and) will be considered. The Personal History (P11) form can be downloaded here: <https://ropretoria.iom.int/vacancies>

Incomplete applications will be rejected. Only shortlisted candidates will be contacted.

Posting period:

From 31.01.2023 to 19.02.2023