



IOM International Organization for Migration

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Resource Management Officer (RMO)**
Duty Station : **Bucharest, Romania**
Classification : **National Officer, Grade NoA**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **31 January 2017**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

1. IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered:
 - Internal candidates (as first-tier candidates).
 - External candidates.

Context:

Under and the direct supervision of the Head of Office (HO) and in coordination with relevant units at Headquarters (HQ)/ Geneva, the Administrative Centres in Manila and Panama and the Brussels Regional Office, the Admin Finance Coordinator is responsible and accountable for monitoring the budgetary, financial, human resources and administrative functions of the Mission, but also for travel assistance to self-payers.

Core Functions / Responsibilities:

1. Plan and monitor the admin financial management of the activities of the office and coordinate the preparation of financial reports and budgets.
2. Assist in monitoring and overseeing the financial management for all activities in the office including the oversight of financial expenditure and accountability; undertake financial analysis of projects in the office.
3. Effectively contributes to the financial processes running from purchase orders approval to monthly bank reconciliations, projectisations and distribution of costs in SAP.

4. Prepare donor financial reports in accordance with IOM regulations and established procedures in close coordination with HoO as well as relevant units in HQ and RO.
5. Forecast cash flows according to activities in the office and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements.
6. Assist in prepare annual budget for the office, monitor budget control and report variances between budget and actual expenditures, and assist in the preparation of budgets for new programmes.
7. Check payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
8. Coordinate the administrative and financial aspects of funding agreements with Donors, in close coordination with HoO and project managers.
9. Monitors office maintenance, supplies, utilities, rent and invoicing.
10. Assist in the supervision of the Mission's administrative functions, including retention, promotion and other related activities, in accordance with the Organization's policies and procedures.
11. Liaise with other internal functional units of the office, as well as banking, donors and government counterparts and other stakeholders as required in the performance of the accounting function.
12. Liaise with relevant units at HQs, relevant Administrative Centre and Regional Office with regard to the financial and administrative activities of the Mission and report regularly.
13. Monitor the insurance coverage of the IOM property (renewals, claims) including inventory and equipment, organises repairs as needed.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's Degree in Finance, Accounting, Business Administration and related fields and 2 years' experience in the relevant field.
Or
- Master degree in the above mentioned fields.

Experience

- Experience in financial management, financial reporting, accounting, budgeting and purchasing.
- Demonstrated proficiency with Microsoft Office applications, including Excel.
- Knowledge of SAP -Finance is an advantage.

Languages

Fluency in **English** and **Romanian** is required.
Any other IOM language (French, Spanish) is an advantage.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms.

- Client Orientation – works effectively well with client and stakeholders.
- Continuous Learning – promotes continuous learning for self and others.
- Communication – listens and communicates clearly, adapting delivery to the audience.
- Creativity and Initiative – actively seeks new ways of improving programmes or services.
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility.
- Professionalism - displays mastery of subject matter.
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions.
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

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.

This post is subject to local recruitment. A prerequisite for taking up the position is legal residency in the country of duty station and work permit, as applicable.

The working time will be 100% (8 hours per day).

How to apply:

Interested candidates are invited to submit their applications (CV and Motivation Letter in English) to bucharestapplication@iom.int by 31 January 2017, referring to the vacancy notice number.

In order for an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 17.01.2017 to 31.01.2017