



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Resource Management Assistant**
Duty Station : **Port Vila, Vanuatu**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term, Six Months with Possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22 October, 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 environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Chief of Mission (CoM) in Vanuatu and in close coordination with the Resource Management Unit in Canberra and relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for supporting the management of the resources management functions in Vanuatu.

Core Functions / Responsibilities:

1. Provide support to the Resources Management Unit (RMU) in financial, procurement, human resources and other administrative activities;
2. Process and reconcile financial transactions and payments to staff and suppliers in a timely manner, maintain financial records using the IOM Enterprise Resource Planning (ERP) System in line with IOM financial regulations;
3. Assist in the monitoring of budget versus actual financials for the operational activities of the Country Office; assist in timely record of project expense;
4. Review the imprest accounts and guarantee the safe custody of all available cash;

5. Safe keep and record all the petty cash transactions and documentations;
6. Assist in the preparation of the Country Office monthly accounts closure in compliance with the accounts closure checklist;
7. Assist in the preparation of budgets and accounting, financial, statistical and donor reports complying with relevant donor requirements;
8. Maintain a filing system and ensure that all accounting documents and paid vouchers are properly filed and updated in the order in which they are entered in the financial system;
9. Provide general guidance on accounting, financial policies, and procedures to the Country Office as required;
10. Maintain the office asset inventory in line with IOM Assets Inventory Policy and maintain updated asset inventory report;
11. Assist in implementing procurement activities including obtaining quotations, preparing evaluations and recommendations, issuing Purchase Requisitions (PR) Purchase Orders (PO) or Service Agreements (SA) and delivery of goods/services in accordance to IOM procurement guidelines; and,
12. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Accounting, Commerce, Business Administration with three years of relevant professional experience; or
- High school diploma with five 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

- Experience in financial administration including financial management and budgeting;
- Experience in human resources, procurement and logistics;
- Experience using an Enterprise Resource Planning system; and,
- Experience working in an international organisation an advantage.

Skills

- High level of computer literacy;
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Demonstrated ability to and exercise sound judgment;
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage; and,

- Knowledge of SAP highly desirable.

Languages

For all applicants, fluency in English and Bislama is required (oral and written).

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 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.
- 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 1*

- 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.

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.

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.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

Vacancies close at 23:59 local time Port Vila, Vanuatu on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via email to HRCanberra@iom.int by 22 October 2023 at the latest.

Kindly indicate the reference code SVN/VU/003/2023 followed by your full name in the subject line.

Applications should include:

- a) CV
- b) Cover letter
- c) IOM Personal History form which can be downloaded from this link <https://australia.iom.int/careers>

In order for the applications to be considered valid, IOM only accepts the full application documents indicated above to be duly completed and emailed to HRCanberra@IOM.INT.

Only shortlisted candidates will be contacted.

Posting period:

From 09 October 2023 to 22 October 2023