



SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title	: Senior Resources Management Assistant
Duty Station	: IOM Tallinn, Estonia
Classification	: General Service Staff, Grade G7
Type of Appointment	: OYFT, with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: Extended
Reference code	: EE10-VN-2022-10

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.

IOM is committed to a diverse and inclusive work 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 overall supervision of the Regional Resources Management Officer (RRMO) and the direct supervision of the Head of Office (HoO) in Estonia; and in close collaboration with the programme team and relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in the Country Office in Estonia.

Core Functions / Responsibilities:

1. Coordinate and monitor all resource management activities in the Country Office, including finance, procurement and logistics, human resources and administration.
2. Verify IOM financial regulations are correctly applied on all financial transactions of the mission;
3. Maintain IOM financial accounts and ensure that the mission's financial transactions are entered into IOM accounting system SAP/PRISM;
4. Prepare budgets as well as accounting, financial statistical and other reports as required and in coordination with the HoO. Respond to accounting, budget or financial queries regarding data;
5. Closely monitor on a regular basis, budget versus actual financial data in relation to the implementation of the Mission's operational activities and report any findings to the HoO;
6. Prepare the monthly accounts for the mission, prepare bank reconciliations and conduct analysis of general ledger accounts;

7. Prepare the payroll and execute validity checks on monthly payroll results;
8. Apply Human Resources policies, rules and regulations, and in coordination with relevant units at the Regional Office Brussels and Panama Administrative Centre;
9. Ensure that all accounting documents are properly filed and updated as necessary;
10. Check all payment requests and coordinate relevant and timely payments to suppliers and staff members, taking into consideration final reporting requirements;
11. Ensure compliance with EU and other Donor's financial regulations and requirements;
12. Assist in timely preparation of financial reports for the Mission's projects according to donor relevant requirements, in coordination with involved field missions as applicable. Prepare invoices for projects as required and ensure collection of funds;
13. Maintain appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud;
14. Assist the HoO in ensuring proper insurance coverage of IOM property including renewals, claims, adjustments, as well as in reporting annually on inventory of assets and all insurance coverage of the Mission to IOM HQ;
15. Organize the procurement processes and related documentation with regards to general office as well as project-related goods and services in line with IOM and donor regulations
16. Support the procurement planning and provide advice with regards to technical specifications, vendor/supplier identification and usage of appropriate agreement templates in line with IOM and donor regulations
17. Calculate and verify the proper calculation of travel advances/settlement of TAs and travel expenses in line with the latest travel regulations;
18. Perform any other duties as may be required.

Required Qualifications and Experience

Education

- University degree in Accounting/Finance, Business Administration, or a related field, from an accredited academic institution, with five years of relevant working experience.
OR
- Completed high school degree, from an accredited institution with seven years of relevant working experience,

Experience

- Experience in accountancy, financial management and financial reporting is required;
- Experience in budgeting, HR management, and liaison with institutions is an asset;
- Knowledge of EU funding mechanisms is an advantage;
- Familiarity with International Accounting Standards (IAS) is an asset;
- Understanding of SAP or another accounting software is required;

- High level computer literacy in particular in Excel and computerized accounting system.

Languages

- Fluency in English and Estonian is required.
- Knowledge of any other IOM official language is considered as advantageous.

Required Competencies

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.

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.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking

up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates with the required qualifications should submit a cover letter and a CV. Save them in the form "Your Family Name _ Your First Name", either as .doc or as .PDF file (e.g.: Doe_John.doc or Doe_John.PDF). All applications must be addressed to the iomtallinnhr@iom.int quoting the above vacancy notice number/reference code as well as the last name of the candidate.

Only shortlisted candidates will be contacted. Unfortunately, we are not able to answer phone inquiries at this stage.

Posting period:

From 22.09.2022 - Extended