



## Special Vacancy Notice

### Open to Internal and External Candidates

Position Title : **Resource Management Assistant (2 Positions)**  
Duty Station : **Tallinn, Estonia**  
Classification : **General Service Staff, Grade G-5**  
Type of Appointment : **Special Short Term, 5 months with the possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **07 August 2024**  
Reference Code : **SVN-EE10-2024/03**

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.

### Context

Under the overall supervision of the Head of Office (HoO) in Estonia and direct supervision of the Senior Resources Management Assistant (SRMA); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in office of IOM Estonia.

### 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 Regional Office or Country Office;
4. Review validity checks on monthly payroll projectization results of the Regional Office or Country Office;
5. Review the imprest accounts and guarantee the safe custody of all available cash;

6. Assist in the preparation of the Regional Office or 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 RMU documents and paid vouchers are properly filed and updated in the order in which they are entered in PRISM;
9. Review that all Travel Authorizations are duly completed before staff are authorized to travel and validate that all TAs and expense claims are duly completed and all supporting documents are attached prior to dispatch for computation and reimbursement;
10. Provide general guidance on accounting, financial policies and procedures to the Regional Office or Country Office Units as required;
11. Ensure that office asset inventory is in line with IOM Assets Inventory Policy and maintain updated asset inventory report;
12. 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,
13. 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 is an advantage.

### **Languages**

- Excellent working language of Estonian and English;
- Knowledge of other language(s) is an asset.

### **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.

## Required Competencies

The successful candidate is expected to demonstrate the following values and 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.
- 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 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.

Only candidates residing in either the country of the duty station or from a location in a neighboring 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 neighboring country located within commuting distance, and work permit, as applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

## 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 Senior Resource

Management Assistant (email: [iomtallinnhr@iom.int](mailto: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 inquiries at this stage.

**Posting period:**

From 23 July 2024 to 07 August 2024