

Vacancy Notice AT2022/02

Open to Internal and External Candidates

Position Title : **National Head of Resource Management**
Duty Station : **IOM Country Office for Austria, Vienna**
Classification : **General Service Staff, Grade G6 (full-time)**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **11 October 2022**

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 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 HoO, and in close cooperation with the Senior Regional Resources Management Officer (SRRMO) at Regional Office Brussels and Administrative Centres in Manila and Panama, the incumbent is responsible for the administrative, budgetary, financial, information technology, procurement and human resources functions of the Country Office.

Core Functions / Responsibilities:

1. Monitor and oversee the financial management of all activities in the Country Office including the oversight of financial expenditure and accountability to ensure that expenditures remain within authorized levels; undertake financial analysis of projects in the Country Office and take action to resolve anomalies and unusual trends.
2. Establish and maintain appropriate internal controls to safeguard the Organization's assets, control cash and bank accounts and prevent fraud.
3. Assist in coordinating and reviewing budgets, financial reports and others, and financial analysis of projects in accordance with IOM and donor reporting

- requirements and in coordination with the respective Project Managers; assist in overseeing budget control processes and analyze variances between budget and actual expenditure.
4. Inspect payroll versus budgets, ensuring that staff salaries are correctly allocated to projects consistent with IOM's projectization criteria and respective internal and donor regulations.
 5. Assist in producing local procedures, in coordination with HoO, RO and relevant HQ units, taking into consideration the volume of activities, staffing and constraints as well as specific needs of the Country Office.
 6. Assist in supervising and building the capacity of mission staff in the areas of finance, human resources, administration, logistics and procurement. Support and offer guidance to other units with a view to increasing overall office effectiveness.
 7. Assist the HoO in managing the Human Resources Function and make recommendations on recruitment and personnel administration of local staff. Apply Human Resources policies, rules and regulations, and in coordination with relevant units at the Regional Office Brussels and Panama Administrative Centre make recommendations for resolving difficult and sensitive cases.
 8. Assist in coordinating the financial and administrative aspects of funding agreements with donors and the validity of contracts with suppliers of goods and services and related administration authorities in cooperation with relevant units in HQs and Administrative Centers, as applicable.
 9. In coordination with the Head of Office and respective Project Managers, liaise with governmental, intergovernmental and other partner entities to ensure smooth implementation of IOM projects from a resources management perspective.
 10. Oversee the overall management of the Mission's office premises, equipment and supplies as well as IT functions.
 11. Coordinate/ provide required information to internal/ external requests in a timely manner. Report on a regular basis to the Head of Office.
 12. Perform any other duties that may be assigned by the Head of Office.

Required Qualifications and Experience

Education

- Bachelors' degree or equivalent, or higher, in Accounting, Finance Management, Business Administration, Economics or a related field from an accredited academic institution with four years of relevant professional experience,
- OR completed secondary education diploma in the above fields with six years of relevant professional experience;

Relevant professional certification will be a distinct advantage.

Experience

- Familiarity in International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS);
- Experience in as well as financial management of EU funded projects and projects funded by Austrian donors is highly desirable, as is experience in dealing with EC audits;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Professional experience in financial management, accounting and budgeting, knowledge in human resources management and familiarity with financial oversight and public administration;
- Professional experience in managing staff;
- Proven experience in SAP and high degree of computer literacy, with a specific proficiency in Excel.

Languages

Fluency in **English** required.

Knowledge of German is a distinct advantage.

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 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.

IOM's competency framework can be found at this [link](#).

Other

Any offer made to the candidate in relation to this special 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 vaccination against COVID-19.

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

How to apply:

Interested candidates are invited to submit their applications by 11 October 2022, 23:59 at the latest to ROBRUSSELSRMHR@iom.int referring to this vacancy and using the subject line "VN AT2022/02 – Family Name".

In order for an application to be considered valid, the application must contain a letter of motivation and a CV (both in English).

Only shortlisted candidates will be contacted.

Posting period:

From 14.09.2022 till 11.10.2022