

Open to Internal and External Candidates

Position Title	: National Budget and Reporting Officer
Organizational Unit	: Resources Management Division
Duty Station	: Erbil – Iraq
Classification	: National Officer Category, “NOA
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 26 th March 2023
Reference Code	: SVN2023/IRQ/058

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. Applications from qualified female candidates are highly encouraged. 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 general guidance of the Chief of Mission (CoM)/DCoM, and the overall supervision of Head of Resources Management, the direct supervision of the Resource Management Officer (RMO) and in close coordination with relevant units at Headquarters (HQ), Regional Accounting Support (RAS) and Regional Office (RO) in Cairo, the successful candidate will be responsible for the following:

Core Functions / Responsibilities:

Technical

1. Provides specialized support in the financial management for Project Activities in Iraq including tracking financial expenditure and accountability, bring any material discrepancies to the attention of the RMO and Project Manager (PM) and suggest necessary adjustments.
2. Coordinate new and revised project budget proposals with project managers and Program Support Unit, in coordination with the RMO.
3. Assist in financial forecasting during project implementation phases and in monitoring all commitments of the project.
4. Coordinate donor financial reports for projects in accordance with IOM regulations and established procedures, in close coordination with the RMO, as well as relevant units in HQs or Manila.

5. Respond to queries as appropriate with respect to financial aspects of the projects, liaise with external auditors wherever required.
6. Assists the RMO in preparing annual global budget proposals for the Mission.
7. Check and follow up on the monthly and long term projectization of office costs coverage for all IOM Offices in Iraq, in coordination with the RMO.
8. Work with implementing partners and review their financial reports in accordance with IOM regulations and established procedures in line with donor requirements, in coordination with programme colleagues.
9. Respond to queries as appropriate with respect to financial aspects of the projects, liaise with external auditors wherever required.
10. Review, confirm funding availability, or provides WBS if required, for all travel.
11. Directly supervise and train finance staff in charge of project and mission budgets.
12. Perform such other duties as may be assigned.

Qualifications;

Education

- Master's degree in Accounting, Business Administration or in related field from an accredited academic institution with zero years of experience.
- University degree in the above fields or related field from an accredited academic institution with 2 years of relevant professional experience.

Experience

- Professional experience in financial management, accounting and budgeting.
- Knowledge of International Public Sector Accounting Standards (IPSAS) and SAP highly desirable;
- Audit experience highly regarded.
- Experience in IOM administrative and financial management, budget monitoring, cash management and internal control procedures.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS)

Languages

- English, Arabic and Kurdish are required.
- Any other language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.

- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse
IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

Others

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 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:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2023IRQ058>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 12.03.2023 to 26.03.2023