

Special Vacancy Notice IE2018-04  
Open to Internal and External Candidates

Position Title: Finance, HR and Administrative Coordinator  
Duty Station: IOM Dublin  
Classification: General Service Staff, Grade G7<sup>1</sup> (UN Salary Scale)  
Type of Appointment: Special Short Term, 6 months, with possibility of extension  
Estimated Start Date: As soon as possible  
Application Closing Date: 10<sup>th</sup> of July 2018

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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.

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## 1. Context

Under the direct supervision of the Chief of Mission (CoM), the successful candidate will be responsible for providing effective and efficient administrative support to the Resource Management Unit.

## 2. Core Functions / Responsibilities<sup>2</sup>

1. Assist the CoM in monitoring and overseeing the administration and financial management of all activities in the office, including the oversight of financial expenditures; and undertake preliminary financial analysis of projects in the Mission.
2. Facilitate maintaining appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud.
3. Review and approve delegated administrative actions in accordance with IOM rules, regulations and instructions.
4. Assist the CoM in preparation of the annual budget for the Mission, monitor budget control and analyse variances between budget and actual expenditures, and prepare adjustments as necessary; assist the Project Managers/Coordinators in the preparation of budgets for new projects and programmes.
5. Provide support to Project managers/Coordinators throughout the project cycle to ensure financial and administrative compliance with IOM's policies and procedures and any donor-specific requirements in the field of resources management.

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<sup>1</sup> Please see UN salary scale figures here: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/ireland.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/ireland.htm). For further details on employment conditions, please contact the IOM Ireland office directly by email [iomdublin@iom.int](mailto:iomdublin@iom.int).

<sup>2</sup> Detailed terms of reference can be found on IOM Ireland's website: [www.iomireland.ie](http://www.iomireland.ie)

6. Draft financial reports to donors in accordance with IOM regulations and established procedures, in close coordination with CoM and relevant units in HQ and RO.
7. Forecast cash flows according to activities in the Mission and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements.
8. Prepare the monthly payroll, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria; in this context, also prepare and report to the national authorities any payable social security contributions and income tax deducted from staff member's gross salaries and transfer such amounts to the appropriate authorities within given deadlines.
9. Ensure the accounting data are properly entered in PRISM, in accordance with IOM financial rules and practices, maintain accurate records of PRISM entries including hard copies of all vouchers and supporting documentations.
10. Review the monthly accounting returns to Manila for accuracy and ensure that these are submitted on a timely basis and are completed according to IOM Accounting Policies and Procedures
11. Assist the CoM in coordinating administrative and HR functions, including recruitment, retention, promotion, separation, personal file and contract management, training of staff members, and other related activities, in accordance with IOM policies and procedures.
12. Liaise with relevant units at HQs, Administrative Centres and Regional Office, as well as relevant external counterparts with regards to accounting and financial activities of the Mission; report regularly on the financial situation of the Mission and provide other information as necessary.
13. Provide procedural and technical guidance to all staff in the mission on financial, administrative and HR policies and procedures; interpret HR policies, rules and regulations and make recommendations for resolving sensitive issues; Suggest procedural improvements and assist in training local staff in the relevant areas of administration and finance. Provide inputs for new instructions and procedures to complement or to adapt the general IOM instructions taking into consideration the specific needs of the office.
14. Prepare correspondence, letters, reports and other documents on relevant areas.
15. Ensure that the Mission's security plan and measures are updated and, in this context, regularly consult with the UN security focal point in Ireland.
16. Identify and resolve diverse issues/problems as they arise, and determine appropriate actions.
17. Train, guide and supervise other staff in the unit.
18. Perform such other duties as may be assigned.

### **3. Required Qualifications and Experience**

#### **Education**

- Completed high school degree, from an accredited institution with 7 years of relevant working experience in a similar position,
- Or
- University degree in Business Administration or a related field, from an accredited academic institution, with 5 years of relevant working experience in a similar position.

#### **Experience**

- Experience in financial management, accounting, budgeting and internal controls

- Professional certification as chartered accountant or certified public accountant an advantage
- Good knowledge of human resource management
- Knowledge of IOM regulations, policies and procedures
- Knowledge of SAP and IPSAS highly desirable

### Languages

Fluency in English is required.

Any other IOM official language is an advantage.

## 4. Required Competencies

### Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

### 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.

A prerequisite of taking up position **is right of residence and right to work in the country of the duty station at the time of application.**

## 5. How to apply

Interested candidates are invited to submit their applications in English (CV and motivation letter) to [iomdublin@iom.int](mailto:iomdublin@iom.int), quoting Vacancy Number **IE2018-04**.

Only shortlisted candidates will be contacted.

## 6. Posting period

From 13/06/2018 to 10/07/2018