

IRELAND OFFICE TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title:	Finance, HR & Administrative Coordinator
Position grade:	G7
Duty station:	IOM Dublin
Seniority band:	2
Job family:	Finance
Organizational unit:	Finance and Administration
Position number:	
Position rated:	1 August 2018 -
Subject to rotation:	
Reporting directly to:	Chief of Mission
Overall supervision by:	Chief of Mission
Managerial responsibility:	Yes
Directly reporting staff:	1

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of the Chief of Mission (CoM) and in coordination with the Regional Resource Management Officer RRMO at the Regional Office in Brussels, the Manila and Panama Administrative Centres, and the relevant units at Headquarters in Geneva, the Finance, HR & Administrative Coordinator is responsible for leading the budgetary, financial, human resources, and administrative services functions in Ireland.</p>
III. RESPONSIBILITIES AND ACCOUNTABILITIES
<ol style="list-style-type: none"> 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. 6. Draft financial reports to donors in accordance with IOM regulations and established procedures, in close coordination with the 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.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Accepts and gives constructive criticism;
- Follows all relevant procedures, processes, and policies;
- Meets deadline, cost, and quality requirements for outputs;
- Monitors own work to correct errors;
- Takes responsibility for meeting commitments and for any shortcomings.

Client Orientation

- Identifies the immediate and peripheral clients of own work;
- Establishes and maintains effective working relationships with clients;

- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries;
- Keeps clients informed of developments and setbacks.

Continuous Learning

- Contributes to colleagues' learning;
- Demonstrates interest in improving relevant skills;
- Demonstrates interest in acquiring skills relevant to other functional areas;
- Keeps abreast of developments in own professional area.

Communication

- Actively shares relevant information;
- Clearly communicates, and listens to feedback on, changing priorities and procedures;
- Writes clearly and effectively, adjusting wording to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience.

Creativity and Initiative

- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems.

Leadership and Negotiation

- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments.

Performance management

- Provides constructive feedback to colleagues;
- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures;
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations.

Planning and Organizing

- Effectively applies knowledge of multiple financial disciplines to monitor and manage staff work;
- Sets clear and achievable goals consistent with agreed priorities for self and others;
- Identifies priority activities and assignments for self and others;
- Develops strategic vision for IOM within area of responsibility;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate times and resources for own work and that of team members.

Professionalism

- Effectively applies knowledge of relevant financial discipline.
- Develops / follows internal control procedures to prevent fraud and mismanagement;
- Ensures application of institutional financial policies and guidelines;
- Advocates incorporation of financial considerations into processes and procedures;
- Masters subject matter related to responsibilities;

- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;
- Knowledgeable about and promotes IOM core mandate and migration solutions.

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work.

Technological Awareness

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions;
- Understands applicability and limitation of technology and seeks to apply it to appropriate work.

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties;
- Identifies sources of and secures funding from external stakeholders to meet the needs of IOM;

Technical

- Effectively applies knowledge of multiple financial disciplines to monitor and manage the work of staff;
- Effectively applies knowledge of relevant financial discipline;
- Develops/ follows internal control procedures to prevent fraud and mismanagement;
- Ensures application of institutional financial policies and guidelines
- Advocates incorporation of financial considerations into processes; and procedures;
- Anticipates and understands internal and external issues and opportunities that may impact the human resources landscape of IOM;
- Adapts best Human Resource practices to the requirements of IOM to facilitate the achievement of strategic objectives;
- Effectively applies knowledge of relevant Human Resources theories and practices, and recognizes their application within existing IOM practices;
- Delivers Human Resources solutions customized to the needs of IOM.

V. EDUCATION AND EXPERIENCE

- University degree in Accounting, Business Administration or related fields;
- At least seven years of relevant professional experience;
- Professional certification as chartered accountant or certified public accountant an advantage;
- Experience in financial management, accounting, budgeting and internal controls;
- Good knowledge of human resource management;

- Knowledge of IOM regulations, policies and procedures;
- Knowledge of SAP and IPSAS highly desirable.

VI. LANGUAGES

Required

Fluency in oral and written English required.

Advantageous

Any other IOM official language is an advantage.