



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Resource Management Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **30.05.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: VN-067/2018/S - BD1	Position Title	National Resource Management Officer
Duty Station: Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: NOB/01 (UN Salary Scale) Base Salary: 299,983.58	Type of Appointment:	One Year Fixed Term (Initially 12 months; with possibility of extension)

General Functions:

Under the direct supervision of Senior Resource Management Officer (SRMO) and the Chief of Mission (COM) and in cooperation with the Department of Resources Management (DRM) and relevant units at Headquarters (HQs) as well as the Administrative Centres in Manila and Panama, the successful candidate will be responsible and accountable for managing the budgetary, financial, human resources and administrative functions of the Mission.

The incumbent will be assigned to inter alia, the following tasks:

1. Assist SRMO in monitoring and oversee the financial management for all activities in IOM Dhaka including verifying and certifying all payments, receipts and transfers
2. Assist SRMO undertaking financial analysis of projects in the mission including verifying all projects managed by the mission are within available resources
3. Prepare donor financial reports in accordance with IOM regulations and established procedures.
4. Liaise with relevant units at HQs, RO, MAC and PAC, as well as relevant external counterparts with regard to the financial and administrative activities of the mission in coordination with SRMO.
5. 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
6. Supervise entry of all financial transactions of the mission into the accounting system to confirm financial policy and accounting procedures are followed.
7. Provide technical guidance to accounts, human resource, procurement and other administrative departments as well as Sub-Offices in carrying out their day to day work.
8. Assist RMO to prepare annual budget for the mission, monitor budget control process and analyze variances between budget and actual expenditures. Review the budgets for new programmes before submission/endorsement.
9. Inspect payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria in consultation with SRMO.
10. Ensure that the Permanent Instructions and procedures as well as the General Instructions IOM in the areas of HR/Finance and General Administration are followed across the Mission.
11. Assist SRMO in managing the human resources function and make recommendations on recruitment, retention, promotion and separation of local staff. Interpret and apply HR policies, rules and regulations and make recommendations for resolving difficult or sensitive cases
12. Provide information to SRMO on the national legislation and rules pertaining to HR and administrative matters and their impact on the IOM operations.

13. Train staff on IOM's administrative/financial policies and procedures; evaluate regular financial reports and take action to resolve anomalies and unusual trends. Organize similar training of staff in the missions as and when required.
14. In coordination with the UNDSS and Security Focal Points of the Mission, ensure MOSS compliance of all IOM properties.
15. Participate as a member in the UN Operations Management Team (OMT) in order to ensure coherence of IOM administrative procedures with other agencies as well as to benefit from the experience of other UN agencies.
16. Supervise the procurement and logistic services, including contracts with suppliers of goods and services and related administration authorities in coordination with RMO.
17. Undertake duty travel relating to project/programme activities, as required
18. Perform such other duties that may be assigned by SRMO and the Chief of Mission.

Education, Experience and Skills:

- Completed advanced university degree from an accredited academic institution in Accounting or Business Administration, with a professional certification as chartered accountant or certified public accountant.
- Two years working experience (or four years of experience for candidates holding a first level university degree) in financial management, accounting and budgeting and good knowledge of human resources management;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Familiarity with financial oversight and public administration;
- Knowledge of International Public-Sector Accounting Standards (IPSAS) and SAP highly desirable;
- Audit experience highly regarded

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-067/2018/S-BD1: National Resource Management Officer](#) in the subject line to: DhakaJobs@iom.int; with the following documents:

(i) Application Letter/Cover Letter

(ii) Curriculum Vitae

(iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: www.iom.org.bd

(iv) Scan copy of Photo

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.

**IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.**