



International Organization for Migration (IOM)

The UN Migration Agency

VN CZ 2019-06 (Extended)

Open to Internal and External Candidates

Position Title : **Resource Management Assistant**
Indicative take home pay : **32500 CZK**
Duty Station : **Prague, Czech Republic**
Classification : **General Service Staff, Grade G-5 – Full time**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **ASAP**

Closing Date : **27 October 2019**

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 Head of Office and the technical supervision of the Senior Regional Resource Management Officer of Brussels, the successful candidate will be responsible for implementing and monitoring financial, administrative and human resources activities of the office, ensuring compliance with the Organization internal rules and regulations as well as donor-specific requirements.

Core Functions / Responsibilities:

1. Ensure that IOM financial regulations are correctly applied on all financial transactions of the mission;
2. Ensure maintaining IOM financial accounts and ensure that the mission's financial transactions are entered into IOM accounting system SAP/PRISM;
3. Assist in the preparation of budgets, accounting, financial reports, statistical reports and other reports as required. Respond to accounting, budget or financial queries regarding data;
4. Assist the HoO in closely monitoring, on a regular basis, budget versus actual financial data in relation to the implementation of the Mission's operational activities;

5. Prepare the monthly accounts for the mission, prepare bank reconciliations and conduct preliminary analysis of general ledger accounts;
6. Prepare the payroll and execute validity checks on monthly payroll results;
7. Apply Human Resources policies, rules and regulations, and in coordination with relevant units at the Regional Office Brussels and Panama Administrative Centre;
8. Ensure that all accounting documents are properly filed and updated as necessary;
9. Check all payment requests and ensure relevant and timely payments to suppliers and staff members, taking into consideration final reporting requirements;
10. Ensure compliance with EU and other Donor's financial regulations and requirements;
11. Assist in timely preparation of financial reports for the Mission's projects according to donor relevant requirements, in coordination with involved field missions as applicable. Prepare invoices for projects as required and ensure collection of funds;
12. Maintain appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud;
13. Assist the HoO in ensuring proper insurance coverage of IOM property including renewals, claims, adjustments, as well as in reporting annually on inventory of assets and all insurance coverage of the Mission to IOM HQ;
14. Verify mileage log and gasoline consumption for the office vehicle;
15. Ensure the proper calculation of travel advances/settlement of TAs and travel expenses in line with the latest travel regulations;
16. Perform any other duties as may be required.

Required Qualifications and Experience

Education

Completed high school degree, from an accredited institution with five years of relevant working experience,

Or

University degree in Accounting/Finance, Business Administration, or a related field, from an accredited academic institution, with three years of relevant working experience.

Experience

- Experience in Accountancy, Financial management and Financial reporting is required;
- Experience in Budgeting, HR management, and liaison with institutions is an asset;
- Knowledge of EU funding mechanisms is an advantage;
- Familiarity with International Accounting Standards (IAS) is asset;
- Understanding of SAP or another accounting software is required;
- High level computer literacy in particular in Excel and computerized accounting system.

Languages

Fluency in **Czech** and **English** are required.

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 1

- 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.

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

Other

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply

Interested candidates are invited to submit their applications – Personal History Form and motivation letter in English by 27 October 2019 to ROBrusselsRecruitment@iom.int with reference to the above vacancy notice number.

Posting period

From: **12 September-27 October 2019**