



Vacancy Notice 2024/005

Open to Internal and External Candidates

Functional Position Title : **Regional Resources Management Coordinator**
Duty Station : **Vienna, Austria (Regional Office)**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year**
Estimated Start Date : **As soon as possible**
Closing Date : **01 April 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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:

The IOM Regional Office (RO), established in Vienna in 2011, supports the quality improvement and diversification of programmatic activities of IOM at the country level, promotes regional initiatives, and facilitates better support to interstate dialogue and cooperation. RO Vienna is responsible for project review and endorsement, policy development, and for formulating regional migration strategies. This is done in partnership with governments, development partners and civil society organizations within the region. The Regional Office employs technical experts in project cycle management (project development, monitoring and evaluation, and reporting) and thematic fields of migration management, including Migrant Protection and Assistance, Labour Migration and Human Development, Immigration and Border Management, Operations and Emergencies, Environment and Climate Change as well as Migration Health. The Regional Office also provides support on cross-cutting issues including gender and human rights, and provides support in the field of resources management, media and communications, and Information Technology.

Under the overall supervision of the Senior Resources Management Officer (SRRMO) in the Regional Office Vienna and direct supervision of the Regional Resources Management Officer (RRMO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be providing overall resource management support to the RO Vienna as well as to the missions in the region.

Responsibilities and Accountabilities:

1. Prepare and review accounting transactions pertinent to the Regional Office and ensure that supporting documents and other requirements are complete; follow-up with relevant staff as necessary;
2. Maintain the Regional Offices accounts, including entering of payments, receipts and non-cash vouchers in the accounting system;
3. On a monthly basis, prepare the month-end closure of accounts and produce financial reports for submission to relevant units;
4. Assist in providing first-line support and guidance to the Country Offices within the region with respect to IOM's policies and procedures relating to resource management matters;
5. Ensure the timely submission of reports and other relevant documentation for the region to the relevant HQs Departments and and/or Administrative Centres, as appropriate;
6. Consolidate data into financial reports and assist in monitoring expenditures as well as commitments to ensure they remain within authorized levels but also to avoid underspending;
7. Monitor the implementation of internal controls, processes and tools in Country Offices in accordance with the Organization's established policies and procedures, including prevention of fraud and mismanagement;
8. Report regularly and bring to the attention of the supervisor any relevant resource management issues, suggest improvements and provide recommendations
9. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
10. Perform other related duties as required in the field of financial management.

Required Qualifications and Experience**Education:**

- Secondary/High School Diploma with at least six years of relevant professional experience, or;
- University degree in Business Administration, Accounting, Finances, or related field with four years of relevant professional experience.

Experience:

- Experience in financial administration including financial management, accounting and budgeting;
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Experience in using an Enterprise Resource Planning system (SAP or ORACLE is a distinct advantage);
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages:

IOM's official languages are English, French, and Spanish. For this position, fluency in English is required (oral and written). Working knowledge of German or any language of the region is an advantage.

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators level 2

- **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 actions 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.

https://www.iom.int/sites/default/files/aboutiom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

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, accreditation, any residency or visa requirements, and security clearances.

A prerequisite for taking up the position is legal residency and work permit in Austria, as applicable.

How to apply:

Interested candidates are invited to submit their applications – Questionnaire on Mandatory Requirements (page 5-6 of VN 2024/005), Curriculum Vitae and Cover Letter to roviennaapplications@iom.int by 01 April 2024 midnight at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period: From 15/03/2024 to 01/04/2024

Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

VN 2024/005 Regional Resources Management Coordinator

Education

Do you have:

Secondary/High School Diploma with at least six years of relevant professional experience,

OR

University degree in Business Administration, Accounting, Finances, or related field with four years of relevant professional experience.

yes ☐ no ☐

Experience

Do you have:

Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

yes ☐ no ☐

Experience in financial administration including financial management, accounting and budgeting

yes ☐ no ☐

Experience in using an Enterprise Resource Planning system (SAP or ORACLE is a distinct advantage);.

yes ☐ no ☐

Other

Are you currently holding a valid residence and work permit for Austria?

yes ☐ no ☐

Please indicate the countries from which you hold passports:

Are currently or were previously any of your relatives employed by IOM?

yes ☐ no ☐

Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)? If the answer "yes", attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

yes ☐ no ☐

Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes", please provide the details in an attached statement and provide information about any sanction or measure taken.

yes ☐ no ☐

State any disabilities which might limit the performance of your work.
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately ☐ 15 days ☐ 1 month ☐ 2months ☐

Date:

Name:

Signature: