

### **Open to Internal and External Candidates**

Position Title : **Administrative and Finance Officer**  
Duty Station : **Regional Office in Cairo, Egypt**  
Classification : **National Officer, Grade NO-A**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **June 25, 2018**

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 overall supervision of the Regional Director (RD) and direct supervision of the Senior Regional Resource Management Officer (SRRMO), and in close coordination with the Regional Programme Managers (RPMs), the successful candidate will be responsible for coordinating the financial and administrative functions, including accounting, budgeting and reporting of regional programmes, mainly focused on the DFID funded ( Safety, Support and Solutions in the Central Mediterranean Route aimed to ensure migration is safer and more orderly, resulting in fewer deaths and less suffering along migration routes) and EUTF funded (Facility for Migrant Protection and Reintegration in North Africa).

#### ***Core Functions / Responsibilities:***

1. In coordination with the SRRMO, monitor and oversee the administrative and financial management for all activities of the DFID and EUTF-funded regional programmes managed from Regional Office in Cairo (RO Cairo).
2. Oversee budget control process and monitor the financial status of regional programmes' activities and inform and update the SRRMO and the RPMs

- accordingly. Review regular financial reports, identify bottlenecks and recommend action to resolve problems or correct errors, and highlight any unusual trends.
3. Revise the regional programmes' budgets as needed, and update the project structure in SAP/PRISM. Identify variances between budget and actual expenditures and outstanding commitments.
  4. Review budgets for new regional programmes in coordination with the SRRMO, Regional Thematic Specialists (RTSs) and RPMs and facilitate project activation in liaison with Programme Managers, and various units in the Manila Administrative Centre (MAC).
  5. Participate in the development of effective monitoring mechanisms and tools to facilitate analysis, oversight, accountability and senior management decision making.
  6. Prepare interim and final financial reporting to donors and support the preparation of supporting documents in coordination with Country Offices.
  7. Support preparation for audits and monitoring visits.
  8. Provide support to the SRRMO and Regional Programme Coordinator throughout the programmes' cycle to ensure compliance with IOM's policies and procedures, IOM financial and procurement regulations, accounting procedures, and donor regulations.
  9. Coordinate recruitment of support staff under the DFID and EUTF funded regional programmes and draft terms of reference with supervisors.
  10. Closely coordinate with the relevant administrative, finance and procurement logistics assistants of each Country Office involved in the regional programmes to ensure adequate oversight, compliance and harmonized reporting.
  11. Ensure timely preparation of funding request to feed into Country Offices mission funding requests with effective estimation of mission expenditure; and update programme expenditure forecasts to be shared with the SRRMO and donors.
  12. Oversee logistical and administrative support related to the organization of meetings and events including coordination with the meeting venue and related services provider(s), preparation of participants' list, follow up of attendance and, transcription and writing the reports of proceedings relevant to the regional programmes.
  13. Maintain well-versed on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with IOM and Donor policies and procedures.
  14. Perform other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

University Degree, preferably in Business Administration, Finance, Accounting, Management or related field, with minimum 2 years professional experience in financial management, accounting and budgeting.

### **Experience**

- Good knowledge of, and experience in financial management;
- Have work experience in IOM, UN Agency or other International Organization;
- Have experience with internal control assessment;
- Knowledge of IOM's regulations, policies and procedures, couple with experience with IPSAS, are an advantage;
- Good knowledge and experience in accounting system (especially PRISM/SAP);
- Experience in preparing clear and concise reports and to analyze and interpret source information and data;
- Proficient in computer application and MS Office, specifically EXCEL;
- Ability to undertake duty travel country offices in view of building administrative and financial management capacity of admin/finance staff on the field and ensuring that IOM rules and regulations are followed.

### **Languages**

Fluency in **English** is required. Working Knowledge of **Arabic or French** is an advantage.

## ***Required Competencies***

### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

#### **Accountability**

- 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, adapting wording and style 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

### **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
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### ***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.

Candidates residing in the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station or another location outside commuting distance will be considered. In all cases, the candidate will be considered to be locally recruited and a prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

### ***How to apply:***

Interested applicants should submit their CV with a cover letter to mailing address [HRDCairo@iom.int](mailto:HRDCairo@iom.int).

Please clearly indicate in the subject line of your email the position title and reference number "**Administrative and Finance Officer, VN/RO/2018/02**". Applications with no such indication in the subject line will not be considered.

Only shortlisted candidates will be contacted.

***Posting period:***

From 11.06.2018-25.06.2018