I. POSITION INFORMATION

<table>
<thead>
<tr>
<th>Position title</th>
<th>Finance National Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position grade</td>
<td>NOB</td>
</tr>
<tr>
<td>Duty station</td>
<td>Kinshasa, DRC</td>
</tr>
<tr>
<td>Position number</td>
<td>SVN 2019-10-RDC</td>
</tr>
<tr>
<td>Job family</td>
<td>Resource Management</td>
</tr>
<tr>
<td>Organizational unit</td>
<td>Resource Management Unit</td>
</tr>
<tr>
<td>Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?</td>
<td>Country Office</td>
</tr>
<tr>
<td>Appointment type</td>
<td>SST Graded, with possibility of extension</td>
</tr>
<tr>
<td>Position rated on</td>
<td></td>
</tr>
<tr>
<td>Reports directly to</td>
<td>Senior Resources Management Officer</td>
</tr>
<tr>
<td>Number of Direct Reports</td>
<td>5</td>
</tr>
<tr>
<td>VACANCY-SPECIFIC INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Estimated closing date</td>
<td>1 week: 18.12.2019</td>
</tr>
<tr>
<td>Estimated start date</td>
<td>ASAP</td>
</tr>
<tr>
<td>Posting channel</td>
<td>First Tier and Second Tier Candidates</td>
</tr>
<tr>
<td>Complete WBS (up to the 5th level)</td>
<td></td>
</tr>
</tbody>
</table>

II. ORGANIZATIONAL CONTEXT AND SCOPE

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.

Under the overall supervision of the Chief of Mission (COM) direct supervision of the Senior Resource Management Officer (SRMO) in Democratic Republic of Congo (DRC), and in cooperation with relevant units at Headquarters (HQs), in particular Department of Resources Management (DRM)-Emergency Support Unit (ESU), Administrative Centres (Manila Administrative Centre (MAC) and Panama Administrative Center (PAC)) and Regional Office (RO) in Pretoria, South Africa, the successful candidate will be accountable and responsible for coordinating and monitoring the budgetary and financial resources functions of the mission in accordance with IOM financial regulations, rules and procedures.

III. RESPONSIBILITIES AND ACCOUNTABILITIES
1. Assist in monitoring and overseeing the financial management for all activities in the mission, both in Kinshasa and sub-offices including the oversight of financial expenditures and accountability;

2. Assist in the financial analysis of projects in the Mission. Evaluate regular financial reports, identify bottlenecks and recommend action to resolve problems or correct errors and bring to the attention of the SRMO any unusual trends;

3. Conduct regular monitoring visits to all sub-offices and review their finance and administrative activities and staffing;

4. Prepare donor financial reports in accordance with IOM regulations and established procedures in close coordination with the SRMO, the project managers as well as relevant units in HQs, Administrative Centers and RO Pretoria;

5. Assist in the preparation of cash flows according to activities in the Mission and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements. Conduct regular surprise cash counts at all locations;

6. Assist in preparation of the annual budgets for the Mission, monitor budget control and report variances between budget and actual expenses, and assist in the preparation of budgets for new programs;

7. Check payroll versus budgets and ensure that salaries are correctly allocated to projects consistent with IOM’s projectization criteria;

8. Create and facilitate teamwork and train national staff in administration and finance on IOM procedures and regulations particularly with respect to the e-Support and PRISM;

9. Work closely with other internal functional units of the Mission, as well as banking, donors and government counterparts and other stakeholders as required in the performance of the accounting functions;

10. Monitor and assist in the supervision of the smooth functioning of the finance support staff including compliance with IOM general instructions on areas of finance. Conduct verification of service providers, vendors, contractors and grantees, including invoices and progress certificates and financial reports, and recommend their certification;

11. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Master’s degree in Business Administration, Finance, Accounting, Budgeting or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience;
- Professional certification as a Chartered Accountant or Certified Public Accountant is an advantage.
EXPERIENCE

• Experience in liaising with governmental and diplomatic authorities, as well as with international institutions;
• Previous working experience in an IOM office operating in an emergency environment;
• Knowledge of IOM/UN accounting systems, software and procedures;
• Knowledge of IPSAS, SAP and PRIMA highly desirable.

V. LANGUAGES

<table>
<thead>
<tr>
<th>Required (specify the required knowledge)</th>
<th>Advantageous</th>
</tr>
</thead>
<tbody>
<tr>
<td>For this position, fluency in English and French is required (oral and written).</td>
<td>Knowledge of local language will be an advantage.</td>
</tr>
</tbody>
</table>

VI. 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 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 action and delegated work.
• Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators level 2

• Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.
• Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

1 Competencies and respective levels should be drawn from the Competency Framework of the Organization.
- **Strategic thinking and vision:** works strategically to realize the Organization’s goals and communicates a clear strategic direction.

### Notes

L’OIM applique une politique en faveur du genre et encourage les candidatures féminines. Les candidatures composées du PHF de l’OIM (Personal History Form) et d’une lettre de motivation dactylographiée peuvent être envoyées à l’adresse électronique suivante : iomdrcrecruitment@iom.int avant le **18 Décembre 2019** en indiquant la référence du poste. Aucune candidature ne sera reçue par courrier physique.

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2 Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process.”