



Open to Internal and External Candidates

Position Title: **National Resources Management Officer (NRMO)**
Duty Station: **Port Moresby, Papua New Guinea**
Classification: **National Officer**
Type of Appointment: **NO-A (One Year Fixed Term)**
Estimated Start Date: **As soon as possible**
Closing Date: **07 March 2024**

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.

IOM is committed to a diverse, equitable and inclusive work environment and strongly **encourages applications from persons of all genders, persons with disabilities, LGBTIQ+ individuals, and persons from minoritized racial or ethnic groups.**

With the aim of promoting an inclusive work environment, IOM has in place a series of policies for staff members, such as parental leave, flexible working arrangements, respectful workplace policy, reasonable accommodation for persons with disabilities, and other family-friendly policies.

IOM has a policy of zero tolerance of sexual exploitation and abuse, sexual harassment, fraud, abuse of authority and discrimination. All IOM personnel have to adhere to the IOM standards of conduct and abide by relevant policies put in place in order to maintain a respectful and inclusive work environment.

Read more about diversity and inclusion at IOM at www.iom.int/diversity

Context:

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 has been operating in Papua New Guinea (PNG) since 2001, working on complex emergencies and providing humanitarian relief while building capacity of the Government for better migration management. Operating through its Country Office in Port Moresby and 12 field-offices across the country, IOM's programmes focus on disaster risk reduction, emergency preparedness and response, peacebuilding, labour mobility and human development, climate change, countering trafficking in persons, immigration and border governance, legal identity, protection, assisted voluntary return and reintegration, migration, and health.

Core Functions / Responsibilities

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of Head of Resources Management (HoRM), also in close coordination with the Senior Regional Resources Management Officer (SRRMO) in the Regional Office (RO) for Asia and Pacific, the Department of Financial and Administrative Management (DFM) at Headquarters (HQ) and the Administrative Centres in Manila (MAC) and Panama (PAC), the successful candidate will be

responsible and accountable for managing the budgetary, financial, ICT, and administrative functions of the operations, related to Administrative Service Centers in IOM Papua New Guinea:

1. Support the monitoring and overseeing the financial management for all activities in the Country Office including the review of financial expenditure and accountability.
2. Facilitate the management of the treasury by forecasting cash flows according to CO activities and its Sub-Offices. Support the monitoring and control of funds disbursed; validate that funding is received and disbursed in accordance with donor agreements.
3. Prepare relevant financial reviews of projects by overseeing the budget control process and analyse variances between budget and actual expenditures. Take proactive action to prevent projects from going into deficit.
4. Assist with the annual budget preparation for the Country Office by facilitating the monitoring of budget control and analyse variances between budget and actual expenditures. Support the preparation of budgets for new projects and programmes.
5. Support the maintenance and assist in strengthening appropriate internal controls to safeguard the Organization's assets, cash and prevent fraud.
6. Review payroll versus budgets, validate that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
7. Draft project and donor financial reports in accordance with IOM regulations and established procedures.
8. Participate in reviewing existing systems and procedures and, if necessary, recommend possible improvements to strengthen internal monitoring, evaluation and control systems and improve efficiency and effectiveness.
9. Assist in managing the Human Resources function and make recommendations on recruitment and personnel administration of staff in the Country Office. Correctly apply Human Resources (HR) policies, rules and regulations and make recommendations for resolving difficult or sensitive cases in consultation with the COM / HoRM and SRRMO.
10. Support in oversight of the Supply Chain services, including contracts with suppliers of goods and services and related administrative authorities; oversee the management of the fleet of vehicles and the maintenance of the premises as well as the functioning of all support services at the Country Office.
11. Participate in UN meetings such as the UN Operations Management Team (OMT) or ONE UN working groups, when required.
12. Serve as Officer in Charge during the absence of the HoRM.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Finance, Accounting, Business Administration, Management, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- Professional certification as Chartered Accountant (CA) or Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) is an advantage.

Experience

- Experience in all areas of financial administration including financial management, accounting and budgeting.
- Experience in human resources, procurement and logistics;
- Experience using an Enterprise Resource Planning or Oracle system,
- Experience in emergency operations an advantage; and,

- Experience in monitoring and evaluation and / or audit an advantage;

Skills

- Ability to work closely with government and international officials.
- Demonstrated ability to act independently and exercise sound judgment.
- Ability to work under pressure.
- Demonstrated ability to prepare clear and concise reports.
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage.
- Knowledge of SAP or Oracle highly desirable.

Languages

For this position, fluency in English is required. Working knowledge of Tok Pisin would be an advantage.

Required Competencies

Competencies

The incumbent is expected to demonstrate the following values and 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: Maintain 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 - Behavioral 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 of 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.

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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in either the duty station or from a location in a neighboring province that is within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process. Accommodation is not provided.

How to apply

Interested candidates are invited to submit their applications via email or hand deliver by **07 March 2024** at the latest, referencing **(VN/2024/003 - National Resources Management Officer)** at the subject line.

Kindly send your applications with your cover letter and CV to: iompnghr@iom.int
Interested applicants are to address their applications to:

**Human Resources Team
International Organization for Migration (IOM)
PO Box 1876 Port Moresby
Level 3, Cuthbertson House, Cuthbertson Street
Downtown NCD, Papua New Guinea**

Only shortlisted candidates will be contacted.

Posting Period

From 13.02.2024 to 07.03.2024.

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.