

**Open to Internal and External Candidates**

Position Title: **Senior Resources Management (RM) Support Assistant**  
Duty Station: **Port Moresby, Mt. Hagen & Lae, Papua New Guinea**  
Classification: **General Service Staff**  
Type of Appointment: **G6 (One Year Fixed Term), several positions**  
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](http://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 direct supervision of the National Resources Management Officer (NRMO) in Port Moresby, and overall supervision of the Head of Resources Management, and in collaboration with relevant units at Headquarters and the Administrative Centres, the RM Support Staff will be responsible and accountable for managing the resources management functions in the respective offices of Papua New Guinea:

1. Provide overall support to the Resources Management Unit (RMU) in financial, procurement, human resources, and other administrative activities.
2. Assist with the monitoring of and process and reconcile financial transactions and payments to staff and suppliers in a timely manner, maintain financial records using the IOM WAVE System in line with IOM financial regulations.
3. Assist in the monitoring of budget versus actual financials for the operational activities of the Country Office.
4. Review validity checks on monthly payroll projectization results of the Country Office.
5. Review the imprest accounts and guarantee the safe custody of all available cash.
6. Contribute to the preparation of the Country Office monthly accounts closure in compliance with the accounts closure checklist.
7. Contribute to the preparation of budgets and accounting, financial, statistical and donor reports complying with relevant donor requirements.
8. Maintain a filing system and ensure that all RMU documents and paid vouchers are properly filed and updated in the order in which they are entered in PRISM.
9. Validate that all Travel Requests (TRs) are duly completed before staff are authorized to travel and validate that all TRs and expense claims are duly completed, and all supporting documents are attached prior to dispatch for computation and reimbursement.
10. Provide general guidance and oversight on accounting, financial policies and procedures to the Country Office Units as required.
11. Assist with the management of the office asset inventory in line with IOM Assets inventory policy and maintain an updated asset inventory report.
12. Oversee procurement activities including obtaining quotations, preparing evaluations and recommendations, issuing Purchase Requisitions (PR) Purchase Orders (PO) or Service Agreements (SA) and delivery of goods/services in accordance with IOM procurement guidelines.
13. Liaise with the Regional Offices, Country Offices, MAC, and PAC with regard to the financial and administrative activities as required.
14. Perform other duties as may be assigned.

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

#### **Education**

- University degree in Accounting, Commerce, Business Administration with four years of relevant professional experience; or
- High school diploma with six years of relevant professional experience
- 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 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 working in an international organization an advantage;

#### **Skills**

- High level of computer literacy, good knowledge of MS Office, in particular in Excel
- Excellent oral and written communication skills
- Ability to work with national and international institutions.
- Ability to prepare clear and concise reports.
- Demonstrated ability to and exercise sound judgment.

- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage; and,
- Knowledge of SAP 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/2024/004- Senior Resources Management Support Assistant)** at the subject line.

Kindly send your applications with your cover letter and CV to: [iompnghr@iom.int](mailto: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.