



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Regional Finance Assistant**
Vacancy No. : **IOMRONBO/VN/014/2024**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G-6**
Type of Appointment : **One Year Fixed Term Contract, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 30, 2024**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility.
2. Advance understanding of migration issues.
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Context:

Under the overall supervision of the Senior Regional Resources Management Officer (SRRMO) in the Regional Office in Nairobi 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 responsible and accountable for providing specialized support to the resources management functions in the Regional Office of Nairobi:

Core Functions / Responsibilities:

In particular he/she will:

1. Draft monthly financial reports for Operational Support Income and the Admin budget for Regional Office Nairobi, verifying that expenses are correctly charged to budget lines, remain within budget allocations, and highlight any significant issues to the Regional Resources Management Officer and Senior Regional Resources Management Officer.
2. Review vendor accounts of Regional Office staff budgeted under OSI and Admin budgets, follow up with staff to provide necessary documentation to clear and maintain their vendor accounts.
3. Update and review the regional monthly snapshot of the missions in the region, monitor the yearly budget and expenditures of the missions as well as the staff statistics, and raise any potential red flags to the Regional Resources Management Officer and Senior Regional Resources Management Officer.
4. Assist the Regional Resources Management Officer in analyzing risk management for projects in the region by reviewing individual project burn rates, highlighting any over or under expenditure, and escalating remedial actions to the Senior Regional Resources Management Officer, Regional Resources Management Officer and Resources Management Officers in the missions.
5. Train new staff in the Regional Office as well as missions in the region on relevant areas of WAVE, PRIMA, and other resource management policies and procedures
6. Undertake regular travel to missions in the region to provide support and guidance to the Resource Management Unit staff in field missions, promoting compliance with IOM rules and regulations.
7. Assist in reviewing budgets in project development proposals as part of the endorsement process, aiming for adequate coverage of shared staff and office costs and relevant risk management aspects.
8. Coordinate inputs for the annual budget exercise for the Regional Office and update budget requests in BAECON.
9. Plan and prepare for the Regional Resource Management Unit trainings, coordinating with the procurement unit for the selection of external facilitators, projectizing expenses related to the training, summarizing meeting notes, and assisting in any required follow-up actions.
10. Compile key regional issues that require the attention of the Regional Resources Management Officer and the Senior Regional Resources Management Officer.

11. Create new projects in PRIMA and coordinate with relevant HQ departments for project activation and budget upload.
12. Provide inputs for new procedures and guidelines related to OSI and Admin to complement or adapt general IOM instructions in administration and finance.
13. Liaise with relevant units at HQ and Administrative Centres to coordinate guidance and technical support for country offices.
14. Use the RO Nairobi Accounts Checklist to identify any irregularities in finance, HR, and procurement, aiming to reduce items identified by Regional Accounting Support (RAS) in their Periodic Checklist Review and ultimately lower the risk rating of missions by ACO.
15. Act as the Regional Resources Management Officer in their absence.
16. Perform other duties as assigned.

Required Qualifications and Experience

Education

- High School diploma with six years of relevant experience; or,
- Bachelor's Degree in Business Administration, Accounting, Finance, or related field with four years of relevant professional experience.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP 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

Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP 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

Required: For all applicants, fluency in English and Kiswahili is required (oral and written).

Desirable: Working knowledge of French; and/or any other UN Official language is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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.

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

How to apply:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 30 July 2024

Only Shortlisted Applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From: **16.07.2024** to **30.07.2024**