

Position Title : **Rapid Response Resources Management Officer**
Duty Station : **Dakar, Senegal**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Special short-term graded, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **19 August 2024**

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 is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Barbados; Cabo Verde; Comoros; Congo (the); Cook Islands; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Latvia; Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

IOM is committed to supporting regional institutions and Member States to reduce exposure and vulnerability to risks, enhance communities' resilience and augment the capacity of crisis response agencies. The Emergency and Post-Crisis Units (EPC) in IOM's Regional Offices provide direct support to the Organization's crisis-related work, including emergency preparedness, response, risk reduction and support to recovery, transition, and peacebuilding processes. IOM supports capacity building and long-term risk reduction efforts in order to strengthen national responses and assure the operational presence required for rapid reaction and scale-up during sudden onset disasters or manmade conflict. This enables life-saving responses, the ability to provide real time displacement monitoring, support for recovery efforts and the identification and establishment of durable solutions for affected communities. As a part of these efforts, IOM is creating Regional Rapid Response Teams (RRRTs) in order to support emergency response capacities in the Region.

The IOM Regional Office for West and Central Africa (ROWCA) in Dakar, Senegal is one of the 6 IOM Regional Offices (RO) that oversees and provides strategic and technical support to IOM activities within the Region. In close collaboration with the other IOM's Regional Offices, the Regional Rapid Response Resources Management Officer will be responsible for providing support to all resource management aspects as part of the rapid response deployments managed by the Regional Office in Dakar, Senegal.

Under the overall supervision of Deputy Regional Director for Operations and direct supervision of the Senior Regional Thematic Specialist (EPC), and the close coordination with the Rapid Response Crisis Coordinator and the Senior Regional Resources Management Officer, the Rapid Response Resources Management Officer will be responsible for deploying to new emergencies, individually or as part of the Rapid Response Team, and while deployed coordinating and implementing the Resources Management functions related activities.

The staff will ensure close coordination with the receiving mission, who will be responsible for day-to-day supervision during deployments.

The Rapid Response Teams are expected to deploy to new emergency situations anywhere in the world, ideally within 72 hours, for periods in general not exceeding two months subject to review in exceptional circumstances. Candidates should be prepared to travel for approximately 2/3 of working time, while adhering to 'downtime' guidelines.

Core Functions / Responsibilities:

1. Plan, coordinate and manage all resources management functions for the emergency operations in the Country Office of deployment, field offices and field operations; inclusive of finance, procurement and logistics, information communication and technology (ICT), human resources (HR), common services and travel operations functions, in coordination with the Resources Management Officer in country. This includes the oversight of financial expenditure and accountability and undertaking financial analysis of projects in the Country Office.
2. Forecast cash flows according to emergency activities in the Country Office and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements.
3. Coordinate the preparation of donor financial reports in accordance with IOM regulations and established procedures.
4. Working with the Resources Management Officer (RMO) in country, if available, and with the heads of each administrative unit, develop and implement relevant operational control systems to strengthen internal controls by the creation of standard operating procedures (SOPs) with regular quality control review.
5. Ensure the implementation of and adherence to internal controls to safeguard the organization's assets, programmes reputation and prevent fraud and mismanagement.
6. Work closely with the IOM Country Office Senior Management Team in order to ensure appropriate risk mitigation measures are established and that gaps are addressed timely and appropriately to avoid further risk to the organization.
7. Build capacity of all resources management team members to ensure Resources Management Unit (RMU) functionality in the event of insecurity/relocation/evacuation. Establishment and maintenance of a Business Continuity Plan to ensure programme continuity and to limit unnecessary risk to the organization should such disruption take place.
8. Lead the coordination of financial and administrative aspects of agreements, in close coordination with relevant project managers, Programme Support team, Resources Management Team, Grants Compliance Unit, donors and other relevant support teams such as

the Crisis Management Team, the Office of Legal Affairs, Global Procurement Services Unit (GPSU) and other relevant IOM strategic team members.

9. Support the CoM, RM Team, and the Rapid Response Crisis Coordinator in managing the emergency human resources functions and make recommendations on recruitment and personnel administration. Apply internal HR policies, rules and regulations and make recommendations for resolving difficult or sensitive cases in coordination with relevant units/departments within the organization.

10. Provide support to the CoM, RM Team, the Rapid Response Crisis Coordinator, and Programme Managers in answering queries on the correct allocation of programme funds and providing any requisite documentation including for auditing purposes. Support Project Managers throughout the project cycle to ensure compliance with IOM's policies and procedures and any donor specific requirements.

11. Represent the Organization at relevant meetings and inter-agency forums with partners, stakeholders, and donors; most notably the interagency office management team (OMT), liaison with financial institutions, government counterparts, UN entities and other stakeholders as required in performance of the resources management functions.

12. In collaboration with IOM Country Office Senior Management seek opportunities for IOM to establish and maintain enabling emergency functions for the wider UN/humanitarian community (common supply pipelines, common logistics/transportation support, humanitarian hubs, fuel supply, flight services etc).

13. At the end of each deployment, ensure complete handover, reporting, budget reconciliation and other procedures established for the RRRTs and ensure remote support to Country Office in transitioning post deployments as needed.

14. Undertake frequent and regular duty travel to provide guidance on resources management functions; establish controls and procedures; resolve and provide guidance on resources management problems/issues; and build resources management capacity at the Country Office and in Sub/Field Offices and operations.

15. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Finance, Accounting or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven 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) will be a distinct advantage.

Experience

- Field experience, including in liaising with governmental and diplomatic authorities as well as international institutions;
- Experience in a large complex L3 humanitarian emergencies;
- Experience in accounting, budgeting, financial management and reporting;
- Experience in preparing clear and concise financial and management reports;
- Experience working in and with international institutions; and,
- A solid understanding of conflict sensitivity as a core principle and the ability to incorporate it throughout a project cycle, including experience applying conflict analysis tools and adjusting

programming according to potential influence on conflict dynamics.

Skills

- Knowledge of MS Office products and good computer literacy skills are required;
- Knowledge of International Public-Sector Accounting Standards (IPSAS) and SAP an advantage;
- Knowledge of IOM/UN accounting system, software and procedures, Common System regulations, policies and procedures are a distinct advantage; and,
- Familiarity with financial oversight and public administration is an advantage.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English and French is required (oral and written). Working knowledge of Spanish and/or Arabic is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

Previous candidates do not need to re-apply.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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:** 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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

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

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. 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.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 19 August 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 06.08.2024 to 19.08.2024

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.

Requisition: SVN 2024 172 Rapid Response Resources Management Officer (P3) Dakar, Senegal (58983658) Released

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