



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/022**

Position Title : **Senior Programme Associate**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **IBM/CEP**

Classification : **General Service, G-6**

Type of Appointment : **Special Short Term Graded Contract, 06 (six) months with possibility of extension.**

Report to : **Programme Manager (IBM/CEP)**

Estimated Start Date : **As soon as possible**

Closing Date : **12 July 2022**

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

Under the direct supervision of the Programme Manager (IBM/CEP), the Senior Programme Associate will be responsible for financial expenditure tracking, budgetary forecasts, financial reporting, and management of administrative and HR related components of the IBM/CEP Programme.

Responsibilities and Accountabilities:

1. Assist the Programme Manager (IBM/CEP) in monitoring and overseeing the day-to-day budgetary and financial functions in accordance with IOM's rules, regulations, and procedures.
2. Assist the Programme Manager (IBM/CEP) in monitoring that the Programme's expenditures and commitments are in accordance with donors' financial guidelines and requirements.
3. Assist the Programme Manager (IBM/CEP) in prompt and accurate financial tracking, financial record keeping and financial reporting for all project activities and ensure that all financial records are in accordance with IOM standards. This includes weekly PRF, payment, PO tracking, financial report, commitment tracking report, daily operational balance, tracking sheet, and report on overspent and underspent items, among others.
4. Assist the Programme Manager (IBM/CEP) in prompt and accurate financial projection, which ensures appropriate and efficient use of budget. This includes weekly and monthly summary report, among others.
5. In coordination with the Programme Manager (IBM/CEP), monitor budget and analyse variances between budget and actual expenditures for project, prepare pipelines, prepare invoice on timeline basis to be submitted to donor, financial and donor reports.
6. In coordination with the Human Resources (HR) Unit in Maputo, assist the Programme Manager (IBM/CEP) in monitoring and managing HR-related aspects of staff and consultants working in the Portfolio.
7. Maintain financial reports.
8. Support the Finance and Procurement unit in review and monitor Implementing Partners' financial report, ensure monitor the cost-effectiveness of its activities in providing services to target beneficiaries and ensure verify that all of their financial records are in accordance with IOM standards.

9. Work closely with Maputo and Pemba's Human Resources and Finance and Procurement Unit to ensure that all the duties are done in coordinative manner, and in line with IOM procedures and processes.
10. Perform such other duties as may be assigned, including duty travel.

Education

- University degree from an accredited academic institution, preferably in Accounting or Business Administration with a professional certification as chartered accountant or certified public accountant with at least 4 (four) years of relevant experience or
- Completed Senior High School Diploma with at least 6 (six) years of relevant work experience.

Experience

- Minimum four years of finance/accounting and administrative experience.
- Experience in project management support and information gathering.
- Have relevant training and field experience, specifically in IOM accounting systems.

SKILLS

- Knowledge of IOM accounting systems, software, and procedures a distinct advantage, including that of database administration.
- Ability to prepare clear and concise reports and to analyse and interpret source information and data.
- High level of computer literacy is required, particularly in IOM computerized accounting systems.
- Good knowledge of MS office, specifically MS Excel.
- Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking.
- Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

Fluency in **English** and **Portuguese**.

Required 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: 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.

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.
- Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

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

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter clearly specify suitability and availability date.
- b) Detailed *curriculum vitae*, including skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int , indicating your name and the reference code above **[Name, SVN/MZ10/2022/022 - Senior Programme Associate]** as subject. The deadline for applications is **12 July 2022**.

Only applicant who meets the above qualification will be considered.

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.

Posting period:

From 28.06.2022 to 12.07.2022