



Position Title: **Business Processes and Procedures Support consultant**

Duty Station: **Rabat**

Classification: **consultant**

Type of Appointment: **6 months**

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

Closing Date: **2 January**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

Internal candidates

Qualified applicants from the following NMS countries:

Antigua and Barbuda, Bahamas, Cook Islands, Cuba, Cabo Verde, Djibouti, Fiji, Micronesia (Federated States of), Gabon, Grenada, Guyana, Iceland, Kiribati, Comoros, Saint Kitts and Nevis, Lao People's Democratic Republic, Saint Lucia, Lesotho, Libya, Montenegro, Marshall Islands, Mauritania, Namibia, Nauru, Papua New Guinea, Palau, Paraguay, Solomon Islands, Seychelles, Suriname, Sao Tome and Principe, Eswatini, Timor-Leste, Tonga, Tuvalu, Holy See, Saint Vincent and the Grenadines, Vanuatu, Samoa

Context:

The IOM Regional Office (RO) for Middle East and North Africa (MENA) in Cairo, Egypt is implementing the project "Enhancing the Capacities of Resources Management Staff in the MENA region", funded by the Migration Resource Allocation Committee (MiRAC). The main objective of this project is to strengthen IOM's internal governance, quality control, transparency, and accountability mechanisms; in addition to building the internal capacities of selected Country Offices with low internal capacity to equip them with necessary tools and enhance capacities of the resources management staff in the MENA region to successfully deliver on IOM's commitments while adapting to changes related to IGF and BT

*Under the overall supervision of the Senior Regional Resource Management Officer (SRRMO) in RO Cairo and under the direct supervision of the Chief of Mission (CoM) in country Office and the technical supervision of the Resources Management Officer (RMO) in Country Office, the successful candidate will be responsible and accountable for giving support with respect to IOM's policies and business processes and procedures relating to administrative, financial, HR, Procurement, risk management and internal controls matters*



***Core Functions / Responsibilities:***

1. Ensure in close coordination with the regional office that proper resources management and internal control processes are implemented in the Country Office
2. Advise, under guidance of the COM and RMO, on risk management of projects in the country Office and coordinate with the Project Managers and regional office accordingly.
3. Support in reviewing the critical processes and methodologies which the CO performs by providing inputs to the RMO to enhance processes and facilitate proper record keeping and response to Audits. Support of implementation of E-filing.
4. Check compliance of projects implementation with IOM Project Management Manual, donors' regulations and policies, and facilitate the implementation of corporate projects implementation and development strategies and monitoring of achievement of results.
5. Support the RMO in the CO in budgets monitoring and controlling mechanism of spending to ensure that costs are contained within approved allocations.
6. Provide support and analysis to the RMO and PM, in case of delay with PRIMA processes for new project proposals as part of the project endorsement process, and with a view to seeking adequate coverage of shared staff and office costs.
7. Provide support and analysis to the RMO in establishment of the monitoring and overseeing process of the financial management of all activities in the CO, including the oversight of budgets, financial expenditure, accountability, and treasury matters. Produce quarterly or monthly CO's financial sustainability analyses in coordination with the RO
8. Identify and coordinate, with relevant colleagues at CO and RO, training needs in view to building staff capacity in the field, ensuring that IOM rules and regulations are followed
9. Ensure proper processes and documentation of resource management business cases in regards of procurement of the CO to ensure accurate implementation of new procurement rules and regulations in close coordination with RO procurement officer
10. Proactively take part in the process of creating resource management tools, SOP, and applications for the country office in coordination with regional office with the objective of enhancing internal controls and effective management of resources
11. Maintain filing and e-filing, ensuring the safeguarding of confidential data and provision of up-to-date information related to the Country offices profiles in coordination with the regional office.
12. Perform other relevant duties as assigned.



## Required Qualifications and Experience:

### Education

- Master's degree in Business Administration, Finance, Management, Accounting, Audit, Business Operation Processes, or a related field from an accredited academic institution with 3 years of relevant professional experience; or
- University degree in the above fields with five years of relevant professional experience.
- Professional certification as chartered accountant (CA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) will be a distinct advantage.

### Experience

- Experience in UN or International Organizations financial management, budget monitoring, accounting, and internal control procedures.
- Experience with ERP systems (oracle and/or SAP or equivalent)
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.
- Experience in implementation or supervising and the development of business processes and internal control procedures.
- Knowledge of International Accounting Standards (IAS)
- Ability to prepare concise and clear reports.
- Ability to analyze data.
- Good organizational skills.

### Languages

Fluency in English is required. Working knowledge of Arabic, or/and French is an advantage.

### *Desirable 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.

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