



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / F / 002

Open to Internal and External Candidates

Position Title : **National Administrative Officer**
Duty Station : **Tangier, Morocco**
Classification : **NO-B**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 4th , 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 has been present in Morocco since 2001, and opened the mission in Rabat in 2007.

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.

Context:

Under the overall supervision of the Chief of Mission (CoM) in IOM Morocco and the supervision of the Chief of Party/Head of Sub-Office in Tangier and the direct supervision of the Resources Management Officer (RMO) in the Sub-Office, in close coordination with the Human Resources Officer and Procurement Officer of the Country Office; in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing and coordinating the resources management functions in Sub-Office in Tangier.

Core Functions / Responsibilities:

1. Under Sub-Office RMO supervision, manage the Human Resources Management services in the office in accordance with the organization's regulations, instructions, policies, procedures and practices and in light of operational activities in the office.
2. Review existing systems and procedures and, if necessary, recommend to the COP/Head of Sub-Office and RMO, as relevant, possible improvements to strengthen internal monitoring, evaluation and control systems and improve efficiency and effectiveness
3. Participate in evaluation and planning of staffing needs; coordinate national and international recruitment processes in an effective, efficient and transparent manner.

4. Oversee administration of Human Resources modules in PRISM including preparation of monthly payroll with Morocco mission and ensure its accuracy and timeliness.
5. Monitor and facilitate timely implementation of the Staff Evaluation System (SES); encourage and guide staff and managers for completion of the process within the deadlines.
6. Assess staff training and development needs and suggest areas for improvement in collaboration with management and Staff Development and Learning (SDL) Unit; including establishment of staff development and training priorities and plans. Conduct Prevention of Sexual Exploitation and Abuse (PSEA) training as well as other trainings to staff of Sub-Offices as needed.
7. Provide verbal and written explanations to all staff on staffing, recruitment, entitlements, leave administration and other Human Resources matters.
8. Oversee the preparation of reports pertaining to personnel administration; draft sections of special reports and participate in Human Resources projects as requested.
9. Attend external meetings when required and brief management accordingly.
10. Provide recommendations to the senior management group on staff issues, including those that could potentially lead to grievances and appeals, taking into account the staff regulations, rules, instructions, policies, procedures and practices, relevant principles and best practices.
11. Reinforce standard of conduct and respectful working environment. Promote commitment to maintaining mutual respect, safety and tolerance in the workplace.
12. Provide advice on the interpretation and application of policies, regulations and rules.
13. Coordinate extensively with the Regional Office, Administrative Centers in Manila and Panama and Human Resources Management in Geneva on a range of different Human Resources issues.
14. As assigned by the Sub-Office RMO provide support and assistance to the financial management activities, including budget forecasts and performance, financial analysis and controls, assets consolidation, control and retirement among other tasks and ensure compliance with IOM and Donor rules and regulations;
15. Support Sub-Office RMO in management of Tangier Sub-Office Resources Management Unit staff to ensure compliance with relevant IOM standards, processes rules and regulations
16. Provide technical support to Specialists/Managers and staff throughout the program cycle to ensure compliance with the general instructions of IOM and relevant permanent instructions for the whole Tangier Sub-Office and Tetouan Field Office, namely in the areas of general administration, procurement, and HR.
17. Under Sub-Office RMO supervision, coordinate and manage the procurement and logistics services, including contracts with IPs and suppliers of goods and services are in line with the Organization's procedures, regulations and guidelines; coordinate/consult with the Regional Office and LEG department regarding contracts and agreements as needed and in compliance with IOM and Donors rules and regulations;
18. Under Sub-Office RMO supervision, liaise and coordinate with The Office of Legal Affairs (LEG) and Regional Procurement Officer as well as Global Procurement Supply Unit (GPSU) as needed for the review and approval of agreements and Purchase Orders (POs) (lease, construction, service and agreements with Implementing Partners (IPs) before Morocco Mission approval/signatures and make sure IOM procedures are followed in the selection of partners and service providers.
19. Coordinate with the Grants Unit the execution of IPs agreements in compliance with IOM and Donors rules and regulations
20. Guide, train and supervise the work of the Human Resources Unit staff.

21. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Master's degree in finance, Accounting, Business Administration, Management, Human Resources or a related field from an accredited academic institution with Two years of relevant professional experience; or,
- Bachelor's degree in Human Resources, Business Administration, Psychology 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

- Knowledge of IOM/UN, procurement, HR and finance procedures and rules;
- Advanced knowledge of Microsoft Office, especially Excel;
- Knowledge of SAP and ORACLE highly desirable.

Languages

For this position, fluency in French and English is required (oral and written). Working knowledge of Arabic is highly desirable.

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 wherever possible.
- 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.

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: works 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to aimrecrutetanger@iom.int, by September 4th, 2024 at the latest, referring to this advertisement. The application email subject should be « **National Administrative Officer –FORSATY Plus**».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 22.08.2024 to 04.09.2024