



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / F / 010

Open to Internal and External Candidates

Position Title : **Grants coordinator**
Duty Station : **Tangier, Morocco**
Classification : **G7**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 05th, 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 supervision of the COP/Head of Sub-Office, the Grants coordinator will oversee the entire grant lifecycle, from application to closeout, ensuring compliance with grant terms and conditions and monitor grant budgets, ensuring funds are allocated and spent in accordance with grant agreements by working closely with the technical staff and RMO team members FORSATY Plus program.

Core Functions / Responsibilities:

1. Liaises between the Finance, Program, Organizational Development and Contracts units within the framework of the grant program allocated to implementing partners;
2. Monitors the budgets of implementing partners across the Program
3. Reconciles financial and technical reports and validates expenditures based on activities, manages a regular audit program and performs accounting document checks
4. Ensures all correspondence related to budgetary changes and their implementation;
5. Participates in the decisions of the program unit and ensures the application of decisions with partners, and monitors and verifies decisions in reports;

6. Ensures the implementation of the grant management policy and manual as well as the development of the grant program to be applied to all partners;
7. Contributes to the development of manuals and tools, monitors the application of the grant manual by partners and makes recommendations on the application/adjustments to the manual;
8. Assesses partners' capacities in grant management, prepares support programs and ensures support actions for partners;
9. Ensures that IOM and donor rules and procedures are respected and applied;
10. Verifies and supports compliance with IOM and donor rules;
11. Conducts financial analyses of partners' implementation progress and cash flow;
12. Strengthens and maintains the systems and processes of administrative structures necessary to ensure transparency of grants;
13. Ensures monitoring and compliance with contracts established between IOM and implementing partners;
14. Prepares the documentation necessary for payments by analyzing the compliance of financial reports with technical reports;
15. Any other task that may be assigned by the supervisor.

Required Qualifications and Experience

Education

- Bachelor's degree in a related field, or
- High school diploma

Experience

- Specialized degree in financial management / administration, Bachelor's degree and/or university degree.
- Minimum 5 years' experience in an administrative and financial position (or seven years for candidates with a high school diploma).
- Experience working with an international organization or other international cooperation institution is an asset.

Skills

- Computer skills
- Rigor
- Flexibility and adaptability to the context
- Analytical and synthesis skills

Languages

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

Required Competencies

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.
- 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 action 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.

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 imrecrutetanger@iom.int, by September 05th, 2024 at the latest, referring to this advertisement. The application email subject should be « **Grants coordinator-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 23.08.2024 to 05.09.2024