



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / F / 017

Open to Internal and External Candidates

Position Title : **Grants Associate**
Duty Station : **Tangier, Morocco**
Classification : **G.5**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **December 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:

Since 2012 IOM implemented USAID-funded FORSATY Program in the northern region of Morocco (Tangier, Tetouan and Al Hoceima). In 2019 IOM implemented a second iteration of the program, under FORSATY/MCRA targeting the northern regions and new geographical zones in central Morocco. Both Programs were implemented with close collaboration with Government of Morocco (GoM) Ministry partners and with local non-governmental organizations. The main expected outcome was to increase the resilience of marginalized youth and communities and strengthen economic and social integration.

In June 2024, IOM and USAID signed a follow-up program, FORSATY Plus, with contribution from the Netherlands. FORSATY Plus aims to strengthen protective factors to exclusion and violent extremism and provide positive pathways for youth and promote community development in Morocco to reduce vulnerabilities and build resilience in marginalized persons. The activity also seeks to support the capacity of the GoM and other Moroccan institutions and communities to sustain and replicate successful P/CVE models and use MEL methods.

Under the supervision of the COP/ Head of IOM Tangier Sub-Office and under the direct supervision of the Grants Coordinator of the program, The Grants Associate will support the management of all grants allocated by the program to implementing partners (IPs).

He/She will work closely with the Grants Coordinator in managing, processing, monitoring, and controlling the financial reports of IPs, as well as following up on budgets and communications regarding partner budgets and expenditures. The Grants Associate will regularly review IPs accounting documents and provide regular reports to the Grants Coordinator. He/She will also monitor compliance with the rules and regulations specified by IOM and the donor for all allocated grants.

In this context, the Grants Associate will be responsible for the following:.

Core Functions / Responsibilities:

1. Support in monitoring and controlling IPs budgets, in the framework of and in compliance with the program's grants management system.
2. Provide support for the regular verification and control of accounting documents provided by IPs in their financial reports.
3. Ensure the application and respect of rules and procedures outlined in the financial and administrative justification manual for grantees.
4. Verify that IOM and donor rules and procedures are fully respected and applied.
5. Verify and support compliance with IOM rules and those of the donor.
6. Coordinate with supervisor the schedule for verifying financial reports of IPs and presenting regular progress reports.
7. Perform reconciliations between financial and technical reports and provide regular reports to the Grants Coordinator.
8. Prepare the documentation required for processing payments by verifying compliance of financial reports with technical reports.
9. Create and maintain physical and electronic archive of program grants.
10. Monitor the registration of equipment purchased by partners within the framework of the program and maintain updated asset inventory reports.
11. Participate in periodic audits of IPs to verify adherence to financial guidelines and ensure transparency.
12. Prepare regular summaries and reports on grant activity, issues, and progress for internal stakeholders.
13. Assist in developing training materials and resources to support IPs in managing grants effectively.
14. Assist in conducting assessments and clearance checks for new partners.
15. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Accounting, Commerce, Business Administration with three years of relevant professional experience; or
- High school diploma with five years of relevant professional experience.

Experience

- Experience in financial administration including financial management and budgeting.
- Knowledge of IOM grants management is an advantage.

- Experience working in an international organisation is an advantage.

Skills

- High level of computer literacy.
- Great communication skills and a good team-player.
- Ability to prepare clear and concise reports.
- In depth knowledge of accounting and financial operations.
- Knowledge of civil society sector in Morocco and governing laws.
- Knowledge of grants and international donors grant management requirements.
- Detail oriented.

Languages

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

Required Competencies

The successful candidate 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 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.
- Resource Mobilization: Establishes realistic resource requirements to meet IOM needs

Core Competencies – behavioural indicators level 1

- 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 iomrecrutetanger@iom.int, by December 05th, 2024 at the latest, referring to this advertisement. The application email subject should be « **Grants Associate - 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 21.11.2024 to 05.12.2024