Open to Internal and External Candidates

Position Title: Senior Regional Resources Management Assistant
Duty Station: Bangkok, Thailand
Classification: General Service Staff, G6
Type of Appointment: One Year Fixed Term
Estimated Start Date: ASAP
Closing Date: 09 April 2022

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. 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:

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand is one of the 9 IOM Regional Offices (RO) that oversees and provides strategic and technical support to IOM activities within the region. Within the RO Bangkok structure, the Regional Resources Management Unit (RRMU) provides support to 40 IOM Country Offices (CO) within the region on budgeting, accounting, human resources, procurement and other administrative functions.

Under the overall supervision of the Senior Regional Resources Management Officer (SRRMO) and the direct supervision of the Regional Resources Management Officer (RRMO), the incumbent will assist in providing resources management related support to the Regional Office. S/he will also assist the RRMU in providing first-line support and guidance to IOM COs within the Asia and the Pacific Region relating to resources management functions.

Core Functions / Responsibilities:

1. Adhere to general instructions of IOM and relevant permanent instructions for the RO Bangkok, specifically in the areas of resources management (general administration, procurement, staff travel, office assets, payments, budget control, reporting, ICT, etc.).
2. Assist in managing administrative tasks, agenda, travel and organizing internal and external meetings including appropriate correspondence/liaison, as well as logistical arrangements.
3. Verifying payment requests by reviewing the invoices along with the supporting documentation and ascertain that the goods (equipment, supplies) or services they pertain to were duly received or provided before proceeding the payment request
4. Closely coordinate with RRMO to review Disbursement Request reports and Interim Financial Reports are received from the implementing partners (IPs) and follow up any issues relevant to financial reports with the respective colleagues or IPs to ensure all meet IOM’s and donor’s requirements
5. In coordination with RRMO review the outstanding commitments, open PRs/POs under ROAP and Implementing Missions, outstanding settlement of the advance payments to the IPs and staff members and take necessary action for the clearance
6. Assist the RRMO in preparing Disbursement Request to be submitted to the donor in accordance with the latest donor’s policies and guidelines
7. Coordinate with relevant program staff for preparing Cash Forecast report for timely submission to donor, when required
8. Assist the RRMO in monitoring the budget consumption under IPs and analyse variances between budget and actual expenditures of the Implementing Partners
9. Assist the RRMO and SRRMO in provide overall support and guidance to the implementing missions on IOM’s and donor’s specific policies as necessary
10. Make necessary entries in the SAP/PRISM according to the roles assigned by SRRMO and ensure all transactions are recorded accurately and compliance with IOM’s standards rules and procedures
11. Preparing monthly funding request for the payments to be made in the mission and further coordination with the MTS for quarterly funding those are required for Implementing Partners to secure the funds
12. Maintain and monitoring the internal tracking sheet for the Implementing Partners and provide regular updates on the progress of payment status, Interim Financial Report submission, PO creation and any other relevant information
13. Assist the RRMO and SRRMO with the regular follow up on donor’s policies and guidelines and ensure the updated versions are followed and shared with the relevant units
14. Prepare, review and coordinate Purchase Requisitions, Payment Requests/Mission Payment Request and Travel Expense Claims in coordination with the relevant staff at RRMU.
15. Maintain and update files (administrative, financial and procurement) related to the programmes following the Organization’s established filling system
16. Report regularly and bring to the attention of the supervisor and the SRRMO any relevant resource management issues
17. Assist during internal and/or external auditing, if and when required.
18. Provide general support to the RRMU - guide and train other CO RMU staff as necessary.
19. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor’s degree in accounting, Commerce, Business Administration or a related discipline with four years of relevant work experience.
- Professional certification such as ACCA or CPA would be a distinct advantage.

Experience

- Experience in accounting, financial management, accounting and budgeting including familiarity with generally accepted accounting policy and procedures.
- Demonstrated ability to manage multiple work assignments efficiently and effectively.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.
Skills

- Knowledge of International Public-Sector Accounting Standards (IPSAS) and SAP would be advantage.

Languages

Fluency in **English** and **Thai** language is required.

**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.

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.

How to apply:

Interested candidates are invited to submit their applications via e-mail to **ROBBangkokHR@iom.int**. Please include the reference code: **ROBKK-VN 22-030** followed by your full name in the subject line.

Applications should include:

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form (can be downloaded from [here](http://thailand.iom.int/))

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.
- Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.