



IOM International Organization for Migration
OIM Organisation Internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title	Resource Management Officer
Position grade	
Duty station	Managua, Nicaragua
Seniority band:	IV
Job family:	Finance
Organizational unit:	
Position number	
Position rated "	
Subject to rotation	No
Reporting directly to	Head of Office
Overall supervision by	Regional Resource Management Officer
Managerial responsibility	Yes
Directly reporting staff	1

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of the Head of Office in Nicaragua, and in close coordination with the Regional Resource Management Officer and in cooperation with the Department of Resource Management and relevant units at Headquarters, the successful candidate will be responsible and accountable for monitoring the budgetary, financial, human resources and administrative functions of the Mission.</p>
III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p>In particular, he/she will:</p> <ol style="list-style-type: none">1. Assist in monitoring and overseeing the financial management for all activities in Nicaragua including the oversight of financial expenditure and accountability; undertake financial analysis of projects in the Mission.2. Coordinate the preparation of donor financial reports in accordance with IOM regulations and established procedures in close coordination with Officer in Charge as well as relevant units in HQs or Regional Office.3. Supervise management of the treasury by forecasting cash flows according to activities in the Mission and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements. Maintain appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud.

4. Assist in preparing annual budget for the Mission, monitor budget control and report variances between budget and actual expenditures, and assist in the preparation of budgets for new programmes.
5. Check payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
6. Suggest procedural improvements to complement or adapt the general instructions of IOM, taking into consideration the volume of activities, staffing and the constraints and specific needs of the mission, namely in the areas of general administration, finance and human resource.
7. Assist the Officer in Charge in managing the human resources function and make recommendations on recruitment, retention, promotion and separation of local staff, in accordance with the Organization's HR policies, rules and procedures.
8. Guide and train staff on IOM's administrative/financial policies and procedures.
9. Coordinate the procurement and logistic services, including contracts with suppliers of goods and services and related administration authorities.
10. Oversee the management of the fleet of vehicles and maintenance of buildings as well as the functioning of all support services at the Mission.
11. Coordinate the security of the facilities and personnel, training of security staff and coordination with the United Nations security cells; ensure that all reasonable measures are taken in regards to security of the office premises and equipment.
12. Liaise with relevant units of the Mission, as well as relevant external counterparts with regards to the financial and administrative activities of the Mission.
13. Support and offer guidance to other units (programmes and sub-offices) on matters related to IOM administrative issues, local institutions, regulations and human resources problems with a view to increasing their effectiveness.
14. Perform other duties as may be assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

<p>Teamwork</p> <ul style="list-style-type: none"> • Actively contributes to an effective, collegial, and agreeable team environment • Contributes to, and follows team objectives • Gives credit where credit is due • Seeks input and feedback from others • Delegates tasks and responsibilities as appropriate • Actively supports and implements final group decisions • Takes joint responsibility for team's work <p>Technological Awareness</p> <ul style="list-style-type: none"> • Learns about developments in available technology • Proactively identifies and advocates for cost-efficient technology solutions • Understands applicability and limitation of technology and seeks to apply it to appropriate work
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Technical
<ul style="list-style-type: none"> a) Effectively applies knowledge of relevant financial discipline b) Develops / follows internal control procedures to prevent fraud and mismanagement c) Ensures application of institutional financial policies and guidelines d) Adapts best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives e) Effectively applies knowledge of relevant Human Resources theories and practices, and recognizes their application within existing IOM processes f) Delivers Human Resources solutions customized to the needs of IOM

V. EDUCATION AND EXPERIENCE
<ul style="list-style-type: none"> a) Completed advanced university degree from an accredited academic institution in Accounting or Business Administration, or a professional qualification with an accounting or financial orientation. b) A minimum of two years working experience in finance, accounting and administration. c) Knowledge of human resources management an advantage. d) Familiarity with financial oversight and public administration e) Knowledge of International Public Sector Accounting Standards (IPSAS) and SAP highly desirable f) Audit experience highly regarded.

VI. LANGUAGES
Required
Thorough knowledge of English and Spanish