



VACANCY NOTICE (VN) Open to Internal and External Candidates

Position Title : **Senior Resources Management Assistant**
Duty Station : **Msida, Malta**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 28, 2024**
Reference code : **VN 2023 27 EXT**

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.

Benefits:

Approximate monthly take home pay:	2,700—3,000 EUR , depending on seniority
Taxation:	The salary is not subject to income taxation
Holidays entitlements:	2.5 working days Annual Leave per full month of service; 10 days of holidays per year
Other benefits	UN Pension Fund, medical insurance, child and language allowance

Context:

Under the general supervision of the non-resident Chief of Mission for Italy and Malta seated in Rome, the direct supervision of the Officer in Charge and in close coordination with the Resource Management Specialist in Rome, the incumbent will be responsible and accountable for the performance of the financial and administrative functions of the Mission in Malta.

Core Functions / Responsibilities:

1. Provide overall support to the Resources Management Unit (RMU) in financial, procurement, human resources and other administrative activities;
2. Monitor, process and reconcile financial transactions and payments to staff and suppliers in a timely manner, maintain financial records using the IOM Enterprise Resource Planning (ERP) System in line with IOM financial regulations;
3. Contribute to the monitoring of budget versus actual financials for the operational activities of the Country Office;
4. Review validity checks on monthly payroll projectization results of the Country Office;
5. Review the imprest accounts and guarantee the safe custody of all available cash;
6. Contribute to the preparation of the Country Office monthly accounts closure in compliance with the accounts closure checklist;
7. Contribute to the preparation of budgets and accounting, financial, statistical and donor reports complying with relevant donor requirements;
8. Oversee a filing system and ensure that all RMU documents and paid vouchers are properly filed and updated in the order in which they are entered in PRISM;
9. Validate that all Travel Authorizations are duly completed before staff are authorized to travel and validate that all TAs and expense claims are duly completed and all supporting documents are attached prior to dispatch for computation and reimbursement;
10. Provide general guidance and oversight on accounting, financial policies and procedures to the Country Office Units as required;
11. Oversee the office asset inventory in line with IOM Assets inventory policy and maintain an updated asset inventory report;
12. Oversee procurement activities including obtaining quotations, preparing evaluations and recommendations, issuing Purchase Requisitions (PR) Purchase Orders (PO) or Service Agreements (SA) and delivery of goods/services in accordance to IOM procurement guidelines;
13. Assist in developing and enhancing tools and guidelines in the areas of mission risk-assessment reviews, monitoring and reporting;
14. Act as the contract administration focal point in coordinating with the IOM Office of Legal Affairs (LEG) and finalise draft legal agreements;
15. Liaise with the Regional Offices, Country Offices, MAC and PAC with regard to the financial and administrative activities as required; and,
16. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelors or equivalent degree in Accounting, Commerce, Business Administration with five years of relevant professional experience; or
- High school diploma with seven years of relevant professional experience;
- Professional certification as Chartered Accountant (CA) or Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) is an advantage.

Experience

- Experience in financial administration including financial management, accounting, budgeting and audit;

- Experience in human resources, procurement and logistics;
- Experience using an Enterprise Resource Planning system; and,
- Experience working in an international organisation an advantage.

Skills

- High level of computer literacy, good knowledge of MS Office, in particular in Excel;
- Excellent oral and written communication skills;
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Demonstrated ability to and exercise sound judgment;
- Knowledge of International Public Sector Accounting Standards (IPSAS) an advantage; and,
- Knowledge of SAP highly desirable.

Languages

- Fluency in English is required (oral and written);
- Knowledge of Maltese and/or any other IOM official languages is considered an advantage.

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.

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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid work permit for Malta will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications to applicationsiomitaly@iom.int by 28 April 2024 at 23:59 (CET - Rome time), including the following documents:

- a) CV or PHF
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

The above three documents are mandatory and incomplete applications will be disqualified.

The reference code **VN 2023 27 EXT Senior Resources Management Assistant** **SURNAME Name** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

Candidates who do not possess the above requested qualifications will not be taken into consideration.

Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period: From 08.04.2024 to 28.04.2024.



Questionnaire on Mandatory Requirements for Local Recruitment in Malta

VN 2023-27 EXT Senior Resources Management Assistant, G7, Malta

Education

Bachelors or equivalent degree in Accounting, Commerce, Business Administration with **five years** of relevant professional experience; yes no

Hight school diploma with **seven years** of relevant professional Experience. yes no

Language

English (fluency); yes no

Maltese and/or any other IOM official languages (working knowledge) is an advantage. yes no

Professional Work Experience

Experience in financial administration including financial management, accounting, budgeting and audit; yes no

Experience in human resources, procurement and logistics; yes no

Experience using an Enterprise Resource Planning system; yes no

Experience working in an international organisation. yes no

Other

Are you currently holding a valid residence and work permit for Malta? yes no

or
Are you currently holding a valid permit of stay in Malta for work reasons? yes no

I declare that the information entered within this mandatory questionnaire is true. By signing this questionnaire, I am aware that in case of false declaration my application will be disqualified.

Date:

Name:

Signature: