

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental, and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive, and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following IOM Member States that are not represented among staff members in the Professional and higher categories:

Bahamas, Barbados, Comoros, Congo (the), Cook Islands, Dominica, Federated States of Micronesia, Grenada, Guinea-Bissau, Holy See, Iceland, Israel, Kiribati, Marshall Islands, Namibia, Nauru, Palau, Saint Kitts and Nevis, Saint Lucia, Samoa, Sao Tome and Principe, Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Trinidad and Tobago, Tuvalu, Vanuatu

Second-tier candidates include:

All external candidates, except candidates from non-represented member states of IOM.

Organizational Context and Scope

Under the overall supervision of the Chief of Mission (CoM) or the Head of Office (HoO) and direct supervision of the Resources Management Officer (RMO) or the Senior Resources Management Officer (SRMO); and, in close collaboration with the Regional Office (RO) for Kinshasa, Democratic Republic of the Congo, and in close coordination with the Department of Financial and Administrative Management (DFM) at Headquarters (HQ), the Global Shared Services Centre (GSSC) in Manila, the Finance Officer will be responsible and accountable for supporting and coordinating the budgetary and financial functions of the Kinshasa, Democratic Republic of the Congo, Country Office (CO).

Responsibilities

1. Provide support to the RMO/SRMO in monitoring and overseeing the financial management for all activities in the CO, including the oversight of financial expenditure and accountability.
2. Undertake preliminary financial analysis of programmes/projects implemented in the CO, monitor budget control processes, and follow up on the implementation of effective internal controls and the design and functioning of the financial resources management system.
3. Provide technical support to the Programme/Project Managers throughout the programme/project cycle to enable compliance with IOM's policies and procedures and any donor-specific requirements.
4. Ensure that accounting data are properly entered into the ERP system, in accordance with IOM's financial rules, regulations, and practices, and ensure the maintenance of accurate financial records, including electronic and hard copies of all financial supporting documentation.
5. Assist the RMO/SRMO in reviewing monthly accounting closure records and returns for accuracy, ensure that these are submitted in a timely manner, and completed according to IOM's Accounting Policies and Procedures.

6. Assist in the preparation of the annual budget for the CO and the budgets for all new programmes/projects.
7. Inspect the Payroll versus programme/project budgets by ensuring that salaries are correctly allocated to the respective programmes/projects consistently with IOM's projectization criteria.
8. Coordinate and prepare the programme/project financial reports in accordance with IOM and donor regulations, requirements, and established procedures.
9. Liaise with relevant Units at HQ, Administrative Centres, and the Regional Office regarding accounting, financial, and administrative activities of the CO; provide technical inputs for reports on the financial situation of the CO.
10. Supervise and manage the Finance Unit's staff. Support the RMO/SRMO in supervision of the CO's administrative management functions, including recruitment, personnel administration, and other related activities, in accordance with IOM's policies and procedures.
11. Assist the SRMO in forecasting cash flows according to the activities in the CO and ensure daily control of funds disbursed; verify that programme/project funding is received in accordance with donor agreements.
12. Make recommendations on procedural improvements and contribute to the training of staff in the areas of accounting, finance, and compliance with financial procedures. Facilitate and support capacity building and knowledge sharing in the finance/accounting and budget field.
13. Provide support to SRMO in facilitating the financial audit of the programmes/projects in accordance with the donor agreements.
14. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in Accounting, Business Administration, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.
- Professional certification as a Chartered Accountant (CA) or Certified Public Accountant (CPA), Chartered Institute of Management Accountants (CIMA), and Association of Chartered Certified Accountants (ACCA) will be an advantage.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Expérience

- Experience in accounting, financial management, and reporting;
- Experience in preparing clear and concise financial and management reports;
- Experience working in and with international institutions;
- Experience with internal control assessment, internal or external audit;
- Previous work experience in the Region is an advantage; and,
- Previous working experience in emergency operations is an advantage.

Skills

- Knowledge of International Public Sector Accounting Standards (IPSAS);
- Knowledge of the IOM/UN accounting system, software, and procedures, Common System regulations, policies, and procedures is a distinct advantage;
- Familiarity with financial oversight and public administration is an advantage; and,
- Knowledge of MS Office products and good computer literacy skills are required.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

For this position, fluency in English is required (oral and written).

Working knowledge of another official UN languages (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 actions 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, if with direct reports

- **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.