



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title	:	Head Of Sub Office
Duty Station	:	Cap-Haitian (1 position)
Classification	:	Employee, Grade Equiv. NOA
Type of Appointment	:	Special Fixed Term with possibility of extension
Estimated Start Date	:	As soon as possible
Closing Date	:	October 2 nd , 2023
Reference Code	:	VN2023/048

I. CONTEXT

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.

Under the direct daily administrative supervision of IOM Haiti Chief of Mission (COM), and in close coordination with the Head of Resource Management, the Head of Sub-Office will be responsible and accountable for coordinating the administration, finance and procurement/logistics functions of the mission in Sub-Office.

II. RESPONSIBILITIES AND ACCOUNTABILITIES :

1. Coordinate and supervise the administrative, financial and other related activities of the sub-office including:
 - a. Monitoring the financial management of all activities in the mission in Cap-Haïtien including the oversight of financial expenditure and accountability; undertake financial analysis of projects in the Mission, monitor budget control.

- b. Supervising the preparation of financial reports
 - c. Maintaining appropriate internal controls and development as well as implementation of relevant control systems.
 - d. Coordinating administrative and human resources policies and practices within the sub-office.
 - e. Exercising oversight on financial expenditures and accountability.
2. Provide support to project managers throughout project cycle to ensure compliance with IOM's policies and procedures and any donor specific requirements.
 3. Supervise the Finance Assistant and ensure that accounting data are properly entered in PRISM, in accordance with IOM financial rules and practices, maintain accurate records of PRISM entries including hard copies of all vouchers and supporting documentation.
 4. Supervise the Logistics Assistant and ensure that all procurements are done as per the Procurement policies.
 5. Assist in preparation of budgets for all new programmes.
 6. Inspect payroll versus budgets, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
 7. Forecast cash flows per the activities in the mission in Cap-Haïtien and ensuring daily control of funds disbursed; ensure funding is received in accordance with donor agreements.
 8. Make recommendations on procedural improvements and facilitate and support knowledge building and sharing among staff.
 9. Assist in facilitating financial audit of projects in accordance with the donor agreements.
 10. Supervise migrant arrivals via boat or air and their direct assistance.
 11. Perform other duties as may be assigned

III. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Master or Equivalent or Higher degree from an accredited academic institution preferably in Accounting or Business Administration, or related field with preferred certification as chartered accountant or certified public accountant.

- Bachelors or Equivalent in the above fields with two years of relevant professional experience.

EXPERIENCE

- Ability to prepare clear and concise reports, supervise staffs and coordinate administrative activities.
- Knowledge of IOM accounting systems, software and procedures.

SKILLS

- Personal commitment, efficiency, flexibility, drive for results, creative thinking; and,
- High level of computer literacy, experience in MS Excel and computerized accounting systems and software.

IV. LANGUAGES *(IOM's official languages are English, French, and Spanish)*

Fluency in English and French. Working Knowledge of creole is an advantage.

V. COMPETENCIES :

The incumbent is expected to demonstrate the following values and competencies:

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

- **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

- **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, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process

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 should submit a CV with three (3) references (hierarchical relationship) and a cover letter outlining why they consider themselves a suitable candidate for this position. As the subject in your e-mail application, kindly state the IOM vacancy notice's reference code and full name : SVN2023_048_Applicant name.

Only qualified candidates should apply and only those who have been short-listed will be contacted. Applications received after the deadline will not be considered. Applications should be sent to smhtirecruitment@iom.int

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Posting Period:

From: 18.09.2023 to 02.10.2023