



IOM International Organization for Migration

Open to Internal and External Candidates VN 2024/09 (NO-HCMC)

Position Title : **National Finance Officer (Budget and Analysis)**
Duty Station : **HCMC, Vietnam**
Classification : **National Officer, NOA (UN Salary Scale)**
Type of Appointment : **Fixed term, One year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 30th, 2024**

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. Internal candidates should meet the minimum of time in post requirement of six months or more.

Context:

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Head of Resources Management Officer (HRMO), and in collaboration with relevant units, the successful candidate will be responsible and accountable for providing support to manage the budgetary, financial monitoring and analysis, and reporting tasks for all the projects implemented by the IOM Offices in Viet Nam.

Core Functions / Responsibilities:

- ✓ Initiate and undertake financial analysis for all project activities in the IOM offices in Viet Nam, bring any material discrepancies to the attention of the HRMO and Project Manager (PM) and suggest necessary adjustments. Prepare mission sustainability report at least six months in advance.
- ✓ Coordinate new and revised project budget proposals with project managers and Program Support Unit, in coordination with the HRMO.
- ✓ Monitor the financial forecasting during project implementation phases and ensure all commitments of the project are actively monitored.
- ✓ Coordinate donor financial reports for projects in accordance with IOM regulations and established procedures, in close coordination with the HRMO, as well as relevant units in the Mission.
- ✓ Respond to queries as appropriate with respect to financial aspects of the projects, liaise with external auditors wherever required.
- ✓ Assist the HRMO and Head Finance Officer and National Resources Management Officer in preparing annual budget proposals for the Mission.
- ✓ Coordinates with the Regional Accounting Support (RAS) in Manila project review and checklist activities and liaises with Regional Office in Bangkok regarding the financial and administrative activities of the Mission.
- ✓ Monitor and work with implementing partners and review their financial reports in

accordance with IOM regulations and established procedures in line with donor requirements, in close coordination with programme colleagues and Grants team.

- ✓ Prepare and submit monthly projectization for international staff, national staff, sub-contracted support staff, in close coordination with the HRMO.
- ✓ Coordinate and review projectization for all project staff.
- ✓ Review and confirm funding availability and provide projectizations for recruitment of new international staff and consultants, and extensions of existing contracts.
- ✓ Review existing business processes and propose improvements to higher-level staff to improve efficiency of operations.
- ✓ In cooperation with relevant Program Managers, HRMO, Head of Finance and National Resources Management Officer, coordinate and conduct trainings and capacity building opportunities for staff on budget and reporting related issues including but not limited to donor rules and regulations, internal policies, standard operating procedures, and regular monitoring.
- ✓ Directly supervise and train finance staff in charge of project budgets.
- ✓ Perform such other duties as may be assigned.

Required Qualifications and Experience

- ✓ Master's degree in Finance, Accounting, Business Administration, Management or a related field from an accredited academic institution; or,
- ✓ University degree in the above fields with two 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) will be a distinct advantage.

Languages

Fluency in English (oral and written) and Vietnamese is required.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

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

- 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.
- Only candidates residing in the country will be considered. A prerequisite for taking up the position is legal residency and work permit, as applicable.

How to apply:

All interested candidates should download and complete an IOM Personal History Form from the IOM Viet Nam website at vietnam.iom.int

Completed applications, including IOM Personal History Form, application letter, and copies of diplomas and certificates, recommendation letters, etc. may be delivered to the IOM Sub-Office in Ho Chi Minh City at 1B Pham Ngoc Thach, District 1, or submitted electronically to iomvietnamhr@iom.int

Posting period:

From 16.07.2024 to 30.07.2024