



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Regional Resources Management Assistant**  
(Open for Thai Nationals Only)  
Duty Station : **Bangkok, Thailand**  
Classification : **General Service Staff, G5 (THB: 74905.75/monthly)**  
Type of Appointment : **Special Short-Term Contract**  
Estimated Start Date : **As soon as possible**  
Closing Date : **03 March 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand is one of the 9 IOM Regional Offices (RO) that oversees and provides strategic and technical support to IOM activities within the region. Within the RO Bangkok structure, the Regional Resources Management Unit (RRMU) provides support to 40 IOM Country Offices (CO) within the region on budgeting, accounting, human resources, procurement and other administrative functions.

Under the overall supervision of the Regional Finance and Budget Officer (RFBO) and the direct supervision of the Regional Resources Management Officer (RRMO), the incumbent will assist in providing resources management related support to the Regional Office. S/he will also assist the RRMU in providing first-line support and guidance to IOM COs within the Asia and the Pacific Region relating to resources management functions.

### **Core Functions / Responsibilities:**

#### **A. Technical support and guidance to IOM Country Offices**

1. Provide first-line support and guidance to the COs within the region with respect to IOM's policies and procedures relating to resources management matters, including but not limited to the following:
  - a. the preparation of annual budgets, monitoring of budget control and budget revisions;
  - b. the preparation of financial reports for submission to donors, in accordance with IOM regulations and established procedures and in compliance with donor requirements;
  - c. the management of accounting, treasury, budgeting and administrative in accordance with IOM's policies and procedures; and the use of PRISM process in areas of finance, and treasury.



2. Review budgets for new project proposals in coordination with Programme Managers, Chiefs of Mission (CoMs) and Project Development Officers, as assigned.
3. Review and monitor CO project budget and expenditures, including the sustainability report, highlight funding gaps and potential deficits.
4. Assist in summarizing the ROAP sustainability report table.
5. Review and monitor OSI budget and expenditures allocations.
6. Coordinate with relevant units at HQs and the Administrative Centers in view of ensuring appropriate guidance and support is provided to the COs as necessary.
7. Report regularly and bring to the attention of supervisor any relevant resource management issue.

## **B. Financial management for all activities implemented by the RO Bangkok**

8. In coordination with Programme/Project Managers at RO Bangkok and in COs within in the region, assist in the preparation of budgets for new projects, as assigned.
9. Undertake financial analysis of projects implemented by the RO Bangkok; monitor the budget process and analyze variances between budget, actual expenditures and project commitments.
10. Draft donor financial reports in accordance with IOM regulation and established procedures.
12. Ensure the filing and tracking system is well maintained and updated regularly as necessary.
13. Assist in the preparation of projectization for office costs on monthly basis for cost allocation.
14. Make sure accounting entries are made in the ERP system in a timely manner.
15. Assist other units providing support for details of cost center allocation.

## **C. Other**

16. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree in accounting, Commerce, Business Administration or a related discipline with three years of relevant work experience or High School Diploma with at least five years of relevant work experience in above fields.
- 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.

### **Experience**

- Experience in accounting, financial management, accounting and budgeting including familiarity with generally accepted accounting policy and procedures.
- Knowledge of International Public-Sector Accounting Standards (IPSAS) and SAP would be an advantage.
- Demonstrated ability to manage multiple work assignments efficiently and effectively;
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.



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### **Skills**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS)

### **Languages**

- Fluency in **English and Thai** languages is required. (oral and written).

### **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 1**

- **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.

### **How to apply:**

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement.

### **Other**

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.



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- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
- 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.
- IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
- Only shortlisted candidates will be called for assessment.
- Open for Thai Nationals only

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.