

Call for Applications

Position Title : **Chief of Administration (EUBAM)**

Duty Station : **Chisinau, Moldova, Republic of**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, Nine months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **15 April 2024**

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.

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

Context:

Under direct supervision of the IOM Chief of Mission (CoM) in the Republic of Moldova and in close coordination with the IOM Chief of Mission in Ukraine, and in close coordination with the Cooperation department of the Delegation of the European Union in Moldova and with the Resources Management Unit of the Regional Office in Vienna, the Department of Financial and Administrative Management (DFM) at Headquarters (HQ), and the Administrative Centers in Manila (MAC) and Panama (PAC), the Chief of Administration (EUBAM) will be responsible and accountable for managing, overseeing, monitoring and administering financial, budgetary formulation, legal, human resources, supply chain, Information and Communications Technology (ICT) and related support activities. The Chief of Administration will also coordinate administrative procedures and supervise personnel in various units of the European Union Border Assistance Mission to Moldova and Ukraine.

Core Functions / Responsibilities:

1. Ensure and provide overall support to the EUBAM Head of Mission on all aspects related to the administrative management of EUBAM.
2. Ensure adherence to relevant Financial Rules and Regulations (EU and IOM), Security and Safety guidelines and project-specific delegation of authority to relevant staff in the EUBAM Administration. Ensure compliance of EUBAM procedures with IOM rules.
3. Monitor and analyse the administrative environment, to apply quick readjustments as required, to advise on legal considerations and risk assessment. Set policies and methods to

maximize the administrative performance and provide advice to the Senior Management of EUBAM and IOM on recalibration of the administration to take into account changes in the operating environment when needed.

4. Lead and guide the EUBAM administration team, foster collaboration within the team and with other functional teams/personnel consistent with the rules and a client-oriented approach.
5. Ensure compliance with EU and IOM rules, regulations and policies, implementation of administrative strategies, establishment of management targets of the Administration team and monitoring achievements of results.
6. Advise EUBAM business processes and establish administrative procedures for finance, human resource management, procurement, logistics, security, legal and Information Technology (IT) services.
7. Build and share knowledge with regard to resource management and administration of EUBAM, organize administration personnel trainings, synthesis of lessons learnt/best practices. Undertake regular reviews of internal control procedures and report any identified internal control weaknesses and suggest remedial action(s).
8. Ensure effective and accurate financial resources management and supervision of the EUBAM Finance Unit in accordance with IOM rules and regulations.
9. Ensure sound human resources management and compliance with human resources policies and strategies. Supervise the EUBAM Human Resources Unit.
10. Ensure efficient safety/security management with regard to the safety/security of staff members and their dependants. Coordinate the EUBAM's responses to crisis situations.
11. Ensure efficient procurement and logistical services management and supervision of the EUBAM Procurement Unit. Oversee EUBAM contract strategy, procurement processes and logistical services, assets, and facilities in accordance with IOM rules and regulations.
12. Ensure forward-looking information and communication technology management and supervision of the EUBAM IT Unit.
13. Promote different systems and applications for optimal content management, knowledge sharing, information provision and learning.
14. Oversee financial and administrative reports and prepare inputs to IOM reports to the EU on EUBAM.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Finance/Accounting, Public Administration Business Administration or Law or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Progressive experience in administration, financial management, providing management advisory services and/or managing staff and resource management.

- Excellent knowledge and experience of Human Resources Management.
- Prior work experience in managing with EU-funded projects is highly desirable.
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions.
- Familiarity and experience in all areas of finance and administration; financial oversight and public administration as highly advantageous.

Skills

- Excellent knowledge of EU administrative and financing rules, regulations, procedures (finance, procurement, asset management, etc.), best practices and related documentation.
- Excellent knowledge of all IOM rules, regulations, procedures (including finance, procurement, asset management, contracting, human resources, general services, logistics, security), best practices and related documentation.
- Superior knowledge of Microsoft Office, especially Excel.
- Knowledge of SAP or ORACLE highly desirable.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of Romanian and/or Ukrainian or another official UN language (Arabic, French, Chinese, Spanish, and Russian) is an advantage.

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

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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 – behavioural indicators

- **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

- **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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification 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.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 15 April 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 02.04.2024 to 15.04.2024

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.

Requisition: CFA 2024 13 Chief of Administration (EUBAM) (UG) Chisinau, Moldova (58762572)

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