

## **6.5 JPO – UN Partnerships Support Officer – Geneva, Switzerland**

Design and draft outreach and information material on IOM's UN engagement, including contributions to training modules for Chiefs of Mission and other programme and policy staff in IOM; Assist in the organization of meetings/ webinars related to the implementation of UN Development system requirements and IOM's UN partnerships, draft written updates as needed, and keep relevant monitoring records updated; Assist in monitoring IOM's implementation of UNDS reform requirements, identify bottlenecks and formulate draft recommendations on how to overcome them; Research for and draft the regular reports to the IOM Member States on IOM's progress against UN Development System reform requirements; Conduct more general background research on issues related to UN partnerships and relevant UN processes (Sustainable Development Goals, Global Compact on Migration, New Urban Agenda, etc.); Support the divisions' work in strengthening IOM's engagement with external partners; Update the division's SharePoint platform as required; Provide general support to the implementation of the division's workplan.

## **6.6 JPO – Finance Officer – Geneva, Switzerland**

Support the Senior Accounting Officer in coordinating and preparing financial statements, appendices and schedules for the periodic financial report to Member States in compliance with International Public-Sector Accounting Standards (IPSAS); Participate in the implementation of new IPSAS standards together with existing standards that becomes effective due IOM's evolving business; Contribute to the preparation of the quarterly financial management report (FMR), appendices and schedules for review by the Senior Accounting Officer and distribution to appropriate audience; .repare the CEB (Chief Executives Board for Coordination) annual report by ensuring that schedules are prepared in correct and due form in accordance with communicated guidelines and be the IOM's point of contact for the CEB; Perform regular Chart of Accounts review (IPSAS, Donor, IOM charts of accounts) to clean-up unused/unnecessary accounts, increase management financial reporting pertinence & accuracy, increase internal control and provide local offices with clear instructions over the use of GL accounts. Perform continuous monitoring to ensure adequacy with new requirements and scenarios; Prepare statistics and financial data extracts to be shared with donors and third parties as required, ensuring consistency of data and considering policy and UN relation related impacts of sharing such data; Support the Senior Accounting Officer in coordinating FAD activities with the delocalized units in Manila and Panama; Perform complete analytical reviews on full set of financial statements during the year and at year-end to assess risk evolutions, to review financial statements consistency and to identify inconsistent financial relationships; Provide technical recommendations to the Senior Accounting Officer and to the Chief of Global Accounting on ways to improve internal control applied by IOM within the area of accounting and financial reporting; Assist in implementing FAD initiatives to improve IOM's financial reporting systems and tools; Provide assistance to the Senior Accounting Officer in planning and organizing the External Auditors visits, documents and related matters; Track, follow-up with IOM offices and units worldwide on External Audit recommendations and their implementation. Maintain the database on recommendations raised by the IOM External Auditors. Assist in audit preparations, provide support to missions undergoing external audits as need be; Coordinate the timely preparation and submission of the Update on the External Auditor recommendations to FAD management and subsequently coordinate the document submission to MGS within established deadlines; Act as FAD's Focal Point for internal audit recommendations. Follow up with respective units to facilitate tracking and reporting IA recommendations and actions taken by ACO to address them.

## **6.7 JPO – Finance Officer (ERP Support) – Geneva, Switzerland**