

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; Prepare 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

Support IOM's Global Accounting Unit in the implementation and update of procedures vis-à-vis IOM's implementation of Oracle's cloud-based Enterprise Resource Planning System; Support the implementation of the strategy and work plan on financial data governance, data analysis, and reporting; Implement data cleaning and data integration procedures to improve data sources and data management; Support the implementation of automated financial advanced controls by supporting the preparation and execution of algorithm training, to detect unusual system user behaviors and prevent fraud; Support the integration and analysis of different sources of data, financial and non-financial, to articulate information that is useful for management and improvement of processes; Liaise with internal and external parties to perform tasks assigned; Support the implementation of communication outlets for the dissemination of financial data or the creation of communities of practice.

6.8 JPO – HR Specialist (Planning, Coordination & Reporting) – Geneva, Switzerland

Track status of implementation of the IOM People Strategy; prepare progress reporting, liaise with other areas within DHR as required; identify issues in delivery and propose solutions for the consideration of the Director; Coordinate the DHR's input to regular and ad-hoc reporting to the Office of the Director General or governmental bodies including the DHR Annual Report; Monitor DHR's budget in coordination with the Budget Division; review expenditures/obligations against allotments advising management on issues related to availability of resources; Administer the procurement process including RFP/Q submissions, in coordination with other Department of Financial and Administrative Management -DFM-) units to ensure compliance, transparency and consistency of the process; Build relationships with counterparts in other IOM Divisions on reporting and budget management processes to ensure DHR's compliance and anticipation of new reporting requirements; Organize information required from DHR to support audit and oversight activities e.g. Board of Audit, including participating in and responding to oversight and audit reports (internal and external) and checking that the appropriate corrective actions are taken on audit findings; Assess approaches for monitoring of DHR activities and the development/evolution of reporting mechanisms. Identify areas where reporting can be improved to highlight DHR's achievements against work plans; Contribute to the implementation of risk management framework and establishment of controls to minimize risks; Contribute to the research on substantive and management issues and draft or coordinate statements, talking points, briefing documents, background papers, presentations, project documentation and other types of documents, as well as assist with the substantive analyses and summaries of reports requiring action by the Director; Coordinate and schedule key meetings, and record the minutes of key meetings attended and chaired by the Director, including interagency activity, and follow-up on actions required as a result of these; Facilitate the organization of the annual Career Development Roundtable.

6.9 JPO – ICT Officer (Business Relationship) – Geneva, Switzerland

Contribute to the building of strong, collaborative relationships with business clients and IT Service owners; Own the relationship between the BRM function and partners to stimulate, surface, and shape demand; Track client satisfaction with services provided; Proactively contribute to the culture of shared ownership and constant organizational evolution.; Partner with all stakeholders to drive value and meaningful results; Continuously improve service delivery, based on feedback from clients; Ensure that effective communication occurs related to service delivery and project delivery (e.g., planned downtime, changes, open tickets); Manage expectations of multiple business stakeholders; Provide a clear point of contact within IT for each business stakeholder; Act as a Focal Point between IT and the business.