

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.