



RESOURCES MANAGEMENT EXECUTIVE ~ KILINCHCHI

Open to Internal and External Candidates

Organizational Unit	:	RESOURCES MANAGEMENT UNIT
IOM Classification	:	RESOURCES MANAGEMENT ASSISTANT
Duty Station	:	KILINCHCHI
Salary Per Month	:	LKR 128,403.58 (G4)
Type of Appointment	:	Special Short Term Graded
Estimated Start Date	:	AS SOON AS POSSIBLE
Closing Date	:	MAY 14, 2023

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 government 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:

Under the overall guidance of the Resources Management Officer (RMO) and direct supervision of National Finance Officer (NFO) based in Colombo, the successful candidate will be responsible and accountable for managing the resources management functions in Jaffna & Killinochchi field offices. The successful candidate will be responsible and accountable for the following functions,

Core Functions / Responsibilities:

1. Adhere to general instructions of IOM and relevant permanent instructions, specifically in the areas of resources management (general administration, procurement, staff travel, office assets, payments, budget control, reporting, ICT, etc.).
2. Perform administrative tasks, update agenda, make travel arrangement and organize internal and external meetings including appropriate correspondence/liaison, as well as logistical arrangements.
3. Coordinate with relevant unit to facilitate smooth functionality of the office.
4. Assist in organizing, coordinating, and providing logistical support to the events, meetings, seminars, and high-level missions as needed.
5. Provide general support on day-to-day activities (i.e., ensuring office is maintained and supplies are replenished; sort and distribute incoming mails and facsimiles to staff; dispatch outgoing mails; attend to incoming telephone calls and relay messages/information to the appropriate staff).
6. Make necessary entries in PRISM FI and Procurement (e.g., payment and purchase requests).
7. Maintain and update files (financial, procurement and HR) related to the programmes.
8. Prepare, review and coordinate Purchase Requisitions, Payment Requests and Travel Expense Claims in coordination with the relevant staff at RMU Colombo.
9. Report regularly and bring to the attention of the supervisor any relevant resource management issues.
10. Assist during internal and/or external auditing, if and when required.
11. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- University Degree in Business Administration, finance and accounting or a related field from an accredited academic institution with two (2) years of relevant professional experience; or,
- Minimum four (04) years of related work experience with High School Diploma.

Experience

- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook.
- Previous experience in SAP/ ERP systems is an advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Strong interpersonal and intercultural skills.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Computer Literacy, especially proficiency with Microsoft Office Applications is advantageous.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

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.

Core Competencies – Behavioural indicators - *level 2*

- 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.

Other

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form [Pre- Screening Form - VN10 Resources Management Assistant.docx](#)

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 14th May 2023**.

Only shortlisted candidates will be contacted.

Posting period:

From 30.04.2023 to 14.05.2023