



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Compliance Officer**
Duty Station : **Gaziantep, Turkey**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22 October 2019**

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.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; El Salvador; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Libya; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the overall administrative supervision of the Head of Sub Office (East, Southeast, Mediterranean (ESEM) region) and Senior Resources Management Officer based in Ankara and the direct supervision of the Resources Management Officer in Gaziantep, the successful candidate will be responsible and accountable for ensuring the highest efficiency in strengthening internal controls and compliance with financial regulations and rules through effective financial resources management and the provision of accurate, thoroughly researched and documented financial information, effective delivery of financial services, transparent utilization and management of financial resources.

Core Functions / Responsibilities:

1. Provide first-line support, guidance and training in IOM Turkey, focusing on Implementing Partners (IPs), with respect to IOM's policies, processes and procedures relating to organizational support functions including but not limited to finance and compliance, human resources, procurement and logistics.
2. In line with the IOM policy on Fraud Awareness and Prevention Guidelines (IN/70), implement anti-fraud measures to safe guard the organization from processes and procedures that may lead to corrupt practices. Ensure close coordination with relevant units in the mission, Regional Office and Headquarters for development of systems and tools to be implemented and ensure that these systems and tools are aligned to IOM policies, rules and regulations. Liaise with Information Management Unit (IMU) to develop tools/module in the Portal.
3. Monitor the implementation of appropriate procurement processes relating to issuing call for proposals and bidding documents through selection of Implementing Partners ensuring integrity and transparency of the entire process. Advise, coordinate and inform senior management on risk management and risks identified in the procurement processes in the mission.
4. Establish vetting system in coordination with Global Procurement Support Unit (GPSU) and other relevant units. Analyze requests to engage IPs, validate capacity and credentials of IPs, and evaluate information regarding IPs' performance in the areas of overall quality of project implementation, adherence to standards and conditions in the agreement and achievement of project objectives.
5. Prepare and implement guidance for sound administration of IPs, covering the aspects of finance, human resources, logistics, procurement, contracting, warehouse operations, asset administration, monitoring and evaluation, and reporting that consider IOM's general instructions, policies and procedures.
6. Provide leadership and supervision to the Compliance Unit; set objectives, review processes and procedures, strategize and formulate risk mitigation measures for the unit.
7. Endorse IP Capacity Assessments, findings and recommendations arising from assessment of IPs' systems, policies and procedures; endorse verified financial reports submitted by IPs.
8. Closely coordinate with Monitoring and Evaluation (M&E) Unit on M&E findings related to outputs and quality of project implementation by IPs.
9. In line with the IOM procurement manual (IN/168) and Field Authorization matrix, ensure that IPs observe proper segregation of duties within the organization.
10. Enhance IOM Turkey contract tracking and administration system to ensure proper monitoring of contracts and agreements.
11. Recommend mechanisms to prevent fraud and corruption among IPs. Follow up on audit reports as impacting Compliance Unit, including on the implementation of audit recommendations. Report all IP concerns and issues related to non-compliance of IOM policies, rules and regulations immediately to the direct supervisor.
12. In coordination with Legal Unit, Office of the Inspector General and relevant units, ensure timely decision-making on cases of fraud and corruption committed by Implementing Partners and appropriate penalties to be applied.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Economics, Accounting 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.
- Professional certification as chartered accountant (CA) or certified public accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) will be a distinct advantage.

Experience

- Experience at the national or international level in financial management including financial advisory services together with managing staff and operational systems;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Experience with SAP a distinct advantage;
- Effectively applies knowledge of relevant financial discipline;
- Develops / follows internal control procedures to prevent fraud and mismanagement;
- Adapts financial, administrative and human resources practices to the requirements of IOM to facilitate the achievement of strategic objectives;
- Capacity to introduce adjustments to improvement procedures and process.

Languages

IOM's official languages are English, French and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of Turkish, Arabic, Kurdish, French and/or Spanish is an advantage.

Note

Previous applicants do not need to re-apply.

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 three 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.

Managerial Competencies – behavioural indicators level 2

- **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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. 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 security clearances.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 22 October 2019 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 09.10.2019 to 22.10.2019

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: VN 2019/168 (P) - Compliance Officer (P3) - Gaziantep, Turkey (56031435) Released
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