



International Organization for Migration (IOM)

The UN Migration Agency

REQUEST FOR EXPRESSION OF INTEREST

1. **Place of the Consultancy:** Panama City
2. **Duration of the consultancy:** 6 months
3. **Nature of the consultancy:** *Supporting services on administrative and accounting tasks of the IOM Office of the Special Envoy (OSE) in Panama, Category A Consultancy*
4. **IOM Project or IOM Department to which the Consultant is contributing:** *Resources Management Unit, Special Envoy Office, Panama*
5. **Category A Consultants: Tasks to be performed under this contract**
 - a) *Provide overall support to the Resources Management Unit (RMU) in the OSE in resource management matters related to monitoring the administrative, procurement, and other administrative activities of the OSE;*
 - b) *Assist in the Travel documents. Analyzed if Travel Request Forms are duly completed before staff is authorized to travel and Check all TRFs and expense claims are duly completed, and all supporting documents are attached before dispatch for the signature of the Resources Management Officer;*
 - c) *Provide support with the payment requests and monitor appropriate and timely payments to suppliers and non-staff;*
 - d) *Contribute to the revisions of IOM administrative processes;*
 - e) *Collaborate with the Human Resources area in the development of consulting recruitments;*
 - f) *Contribute to the preparation of documents and information whenever necessary;*
 - g) *Assist the overall office procurement requirements and optimize purchasing power;*
 - h) *Identify training needs and requirements in the administrative field and provide support in the creation of a Handbook*
6. **Performance indicators for the evaluation of results**
 - Timely completion of assignments

- Ensure Travels documents are in line with the Internal IOM regulations
- Timely Travel Expenses and services providers and non-staff payments
- Validation of each of the deliverables by the hiring manager

7. Experience and/or skills required

- Experience in administrative management, budget monitoring, cash management, and internal control procedures;
- Prior work experience with international humanitarian organizations, non-government or government institutions / Organizations in a multi-cultural setting is an advantage
- Knowledge and experience with international organizations will be considered an advantage.
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheets and data analysis;
- Experience supervising the development and implementation of administrative control procedures.

8. Education

- High school degree/certificate with a minimum of five years of relevant work experience, or
- Bachelor's Degree in Business Administration, Accounting, Finance or related from an accredited institution with a minimum of three years of relevant work experience.

Other:

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, residency or visa requirements, and security clearances.

Appointment will be subject to funding confirmation.

How to apply:

Interested candidates are invited to send their applications to the email ODGSE.recruitment@iom.int by 19 June 2022 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

From 03.06.2022 to 19.06.2022