



IOM International Organization for Migration  
سازمان بین المللی مهاجرت  
د مهاجرت نړیوال سازمان

## VACANCY NOTICE

### OPEN TO INTERNAL & EXTERNAL CANDIDATES

**Title:** Roving Compliance Officer/Sub-offices  
**Location:** Kabul, Afghanistan  
**Duration:** 6 months  
**Vacancy No** VN-KBL-108/17  
**Grade:** NO-A  
**No. Position:** 1  
**Gender:** (Male or Female) (Female candidates are highly encouraged to apply)  
**Contract Type:** Out-Sourced through private sector  
**Date:** 11 Oct 2017  
**Closing Date** 25 Oct 2017

#### Background:

Under the direct supervision of the Resource Management Officer (RMO) and overall supervision of the Senior Resource Management Officer (SRMO) for IOM Afghanistan, the successful candidate will be responsible for ensuring the highest efficiency in strengthening internal controls and compliance with financial regulations and rules and documenting financial information for efficient utilization of financial resources in all IOM Afghanistan sub-offices, project sites and locations in which project activities are implemented.

#### Duties and Responsibilities:

1. Perform regular monitoring visits to all IOM Afghanistan sub-offices, project sites and locations in which project activities are implemented to ensure established IOM rules and regulations are in place.
2. Maintain and further strengthen appropriate internal controls, develop and implement relevant financial and operational control systems in all IOM Afghanistan sub-offices, project sites and locations in which project activities are implemented. Bring to the attention of the RMO and SRMO any relevant compliance issues; suggest to RMO and SRMO, improvements to internal controls and streamlining efficiencies.
3. Follow up with IOM and donor's rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system in IOM sub-offices across the country.
4. Facilitate proper record keeping in IOM sub-offices and facilitate responses to Audit.

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#### **IOM Kabul**

Street No. 4, House No. 27, Ansari Square, Shahr-e-Naw, Kabul, Afghanistan.  
Email: [iomkabul@iom.int](mailto:iomkabul@iom.int) Internet: [www.iom.int](http://www.iom.int)

5. Review all financial transactions of the sub-offices for eligibility of operational costs and supporting documents requested, unusual activities and transactions; investigate anomalies or unusual tendencies. Provide appropriate information to senior staff on potential issues with financial or operational risk when satisfactory information is not obtained.
6. Assist in undertaking financial analysis and oversight for all resources managed by the sub-offices and provide high-quality professional advice to the RMO and SRMO.
7. Assist in implementing proper planning, expenditure tracking and verification of financial transactions in accordance with IOM rules and regulations.
8. Provide technical support to project managers in regards to sub-office payments in the sub-offices throughout the project cycle to ensure compliance with IOM's policies and procedures and any donor-specific requirements.
9. Make recommendations on procedural improvements and train project and support staff in the sub-offices in the relevant areas of administration and finance.
10. Promote a collaborative, client-oriented approach consistent with IOM rules and regulations.
11. Perform such other duties as may be assigned.

#### **IV. COMPETENCIES**

The incumbent is expected to demonstrate the following technical and behavioural competencies.

##### **Behavioural**

##### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

##### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

##### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

##### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and

procedures

- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate

- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

#### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

#### **Resource Mobilization**

Establishes realistic resource requirements to meet IOM needs

#### Technical

- a) Delivers on set objectives in hardship situations
- b) Effectively coordinates actions with other implementing partners
- c) Works effectively with stakeholders and IOM staff to advance country office objectives

### **V. EDUCATION AND EXPERIENCE**

- a) University degree in Finance, Accounting, Public Administration, Business Administration or a related field from accredited academic institution with 8 years of relevant professional experience.
- b) Experience in financial auditing and/or working for International Organizations is required
- c) Professional certification as Chartered Accountant or Certified Public Accountant is an advantage.

### **VI. LANGUAGES**

#### Required

- English
- Dari

### **VII. ADVANTAGEOUS**

- Pashto and any other local language

#### **Method of Application:**

Interested applicants are invited to send curriculum vitae by the following e-mail address: [career.ctg@gmail.com](mailto:career.ctg@gmail.com), [applications4@iom.int](mailto:applications4@iom.int) and by **25 October 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form. Sending curriculum vitae to all three e-mail addresses are mandatory, applicants who failed to do so will not be considered.

Note: We do not accept hard copies.

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