

Position Title : **Compliance Officer**  
Duty Station : **Kinshasa, Congo, Democratic Republic of the**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Special short-term graded, 6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **21 November 2024**

*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](http://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; Barbados; Comoros; Congo (the); Cook Islands; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; 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 Chief of Mission (CoM) and the direct supervision of the Resources Management Officer (RMO) in Kinshasa, the Compliance Officer will be responsible and accountable for working to ensure the highest efficiency in strengthening internal controls and compliance with financial regulations and rules by contributing to 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 technical support, guidance and training in IOM Kinshasa, focusing on

Implementing Partners (IPs) in line with IN/284, with respect to IOM's policies, processes and Page 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 that safeguard 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 to support the development of systems and tools to be implemented and check that these systems and tools are aligned to IOM policies, rules and regulations. Liaise with Information Management Unit (IMU) to assist in developing tools/module in the Portal.

3. Supervise the Compliance Unit; review objectives, processes and procedures, discuss and recommend risk mitigation measures for the Resources Management Unit (RMU).

4. Recommend mechanisms that prevent fraud and corruption. Follow up on audit reports as impacting Compliance Unit, including on the implementation of audit recommendations. Report all concerns and issues related to non-compliance of IOM policies, rules and regulations immediately to the direct supervisor.

5. Coordinate closely with the RMOs for the quality and timely response to Projects Balance Review (PBR) and proper follow-up on comments received from Regional Accounting Support.

6. In close coordination with the Head of Resources Management, recommend mechanisms that prevent fraud and corruption among Implementing partners (IPs). Follow up on oversight reports and report all IP concerns and issues related to non-compliance of IOM policies, rules and regulations immediately.

7. Closely coordinate with the Finance Staff on long standing items and required action to clear those balances. Act as a focal point for IOM DRC on Regional Accounting Support for the Periodic Checklist Review.

8. Conduct regular spot-checks of documents to make sure that documents are according to IOM rules and regulations.

9. Check the quality of the responses on Compliance Control Self-Assessment Tool (CCSAT) of IOM DRC and coordinate with all relevant departments for timely response and clearance of issues.

10. Review and make recommendation to the Head of Resources Management on the internal control mechanism of IOM DRC.

11. Review the PRISM roles of all IOM DRC staff. Provide guidance on conflicting roles and make recommendations.

12. Report immediately to the Head of Resources Management all concerns and issues related to programs that are non-compliant with IOM policies, rules and regulations.

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 two years of relevant professional experience; or,
- University degree in the above fields with four 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 supervising the development and implementation of administrative control procedures, coordinating external auditing exercise;
- Experience in management, humanitarian and complex project implementation, liaison with governments and international agencies is an advantage;
- Experience in performing or coordinating risk assessments for UN Agencies, International Organizations, and International specialized NGOs;
- Experience at an international level with specialized international agencies (UN Agencies, International Organizations, and International specialized NGOs) and in complex humanitarian operations;
- Previous experience working in an international organization and knowledge of the UN is essential; and,
- Experience in the Region an advantage.

## Skills

- Excellent writing, communication and negotiation skills, ability to prepare clear strategic reports and advice;
- Knowledge of IOM finance, procurement and HR procedures and rules;
- Strong familiarity in IOM administrative and financial management, accounting, budget monitoring, cash management and internal control procedures;
- High level of computer literacy, in particular, experience in computerized accounting system and software;
- Knowledge of MS Office specifically; and,
- Knowledge of SAP an advantage.

## Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English and French is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, Russian and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> 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 five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.

- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

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](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.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

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 background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### **How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 21 November 2024 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](http://www.iom.int/recruitment)

***Posting period:***

From 08.11.2024 to 21.11.2024

***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.

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