

## **SPECIAL VACANCY NOTICE**

### **Open to Internal and External Candidates**

Position Title : **National Compliance Officer**  
Vacancy Number : **SVN/IOMSO/016/2017 (Re-Advertisement)**  
Duty Station : **Mogadishu, Somalia**  
Classification : **National Officer, Grade NO-A/1 (Third Party Contractor)**  
Type of Appointment : **Short term, six (6) months with possibility of extension**  
Organizational Unit : **Somalia Stabilization Initiatives**  
Direct Supervision : **Chief of Party – SSI Program**  
Estimated Start Date : **As soon as possible**  
Closing Date : **25<sup>th</sup> June 2017**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 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:***

The SSI program in Somalia is primarily a community-based, small grants initiative implemented in close coordination with the donor, with communities in priority areas, and with all levels of Government, particularly newly formed District Administrations and regional state institutions. The overall objective of the program is to support the political transition of Somalia towards a functioning and stabilized Federal State through activities that promote good governance, consolidation of the federal structure, and a receptive environment to respond to emerging political contingencies.

Under the overall supervision of the Program Manager – SSI/Dalbile, the direct supervision of the Deputy Program Manager – SSI program, the successful candidate will be responsible for making sure that both the program staff and implementing partners comply with both IOM and donor requirements in terms of documentation in areas of finance, HR and procurement. In addition, s/he will be responsible for keeping the program staff and partners informed of relevant concerns for improvement and timely action.

## ***Core Functions / Responsibilities:***

1. Participate in the review of documents on compliance issues related to United States Agency for International Development (USAID)/ Office of Transition Initiatives (OTI) and harmonize with IOM's internal processes and procedures as they relate to program implementation, oversight, and administration.
2. Review and update regulation documents to verify compliance of operations within IOM rules, regulations and policies, in the implementation of organizational and operational strategies, and monitoring of results.
3. Monitor the system for regular (i.e. weekly, monthly and quarterly) financial reporting from field teams. Assist in the development of standardized templates for financial and narrative reports, and establish clear deadlines for regular submissions of programming and financial information
4. Support the SSI RMO in planning and drafting key requirements based on program strategies in relation to procurement protocols. Establish clear deadlines for inputs from field teams to facilitate timely preparation and submission of these key requirements and to securing internal approvals as needed.
5. Share information regularly regarding compliant behavior and ethical procedures with project team and project partners; Prepare materials and information for meetings, and an analysis of risk assessments and the compliance review planning process;
6. Organize trainings for program staff as well as implementing partners, for capacity strengthening to enhance their performance and adherence to donor and IOM requirements;
7. Regularly monitor the Finance, HR and Procurement tasks within the program as verify that all activities are in accordance with the donor and IOM rules and regulations;
8. In coordination with the SSI RMO, coordinate compliance audit processes in accordance with the internal methodology including planning, reporting and follow up related to these reviews;
9. Develop recommendations for improving internal controls for program staff to increase efficiency, adequacy and accuracy of records and recordkeeping;
10. Evaluate expenditures against the budget with respect to various budgets lines and the approved budget for each activity and or implementing partner on a regular basis,
11. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

1. University degree in Business Administration, Management, law, or related field;
2. A Master's degree in the above mentioned fields will be an added advantage;
3. Good command of Microsoft Office applications including internet navigation;

### **Experience**

1. At least two (2) years of relevant professional experience in operations, administration or logistics, preferably within international organizations context;

2. Previous work experience with the United States Agency for International Development (USAID) program, preferably with the Office of Transition Initiatives (OTI);
3. Previous experience in community-based and/or small-grants programming desirable, particularly in the areas of infrastructure works, procurement, and civil society strengthening;
4. Thorough knowledge and demonstrated capacity to understand and analyze the national, regional, and local political context, government structures and current in Somalia;
5. Effectively interfaces with government officials of appropriate level on matters related to specific areas of work;
6. Team-oriented, proactive, with a demonstrated ability to work independently and under pressure;
7. Ability to work effectively and harmoniously with colleagues from various cultures and professional backgrounds;
8. Demonstrated ability to maintain integrity in performing responsibilities assigned.

## **Languages**

Fluency in **English** and **Somali** is required.

## ***Required Competencies***

### **Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates should submit CV and a cover letter indicating the **Vacancy Notice Number (SVN No)** with three professional referees and their contacts (both email and telephone) to: [recruitmentsomalia@iom.int](mailto:recruitmentsomalia@iom.int).

**Closing Date:** 25<sup>th</sup> June 2017

**Only shortlisted candidates will be contacted.**

**Women are encouraged to apply.**

**Posting period:** From **13.06.2017** to **25.06.2017**