

## ส่งต่อ: Opportunity in IOM Regional Office

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ร่างจดหมาย

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ชื่อเรื่อง: Opportunity in IOM Regional Office

All recipients are intentionally kept in BCC.



Dear Colleagues,

Greetings from IOM Regional Office for Asia and Pacific.

IOM has published the attached vacancy notices.

Position Title: **Regional Resources Management Assistant**

Duty Station: **Bangkok, Thailand**

Classification: **General Service Staff, G5**

Type of Appointment: **Special Short-Term Contract, 9 Months**

Closing Date of Vacancy: **As soon as possible**

Expected Start Date: 19 November 2023

Interested candidates are invited to submit their applications via IOM e-Recruitment system within the above said deadline referring to this advertisement.

Would appreciate if you please further circulate this VN to your esteemed office.



IOM Global Vacancy

RO Bangkok Vacancy



RObangkokHR@iom.int

## Human Resources Department

Regional Office for Asia and the Pacific

International Organization for Migration

Bangkok – Thailand (GMT +7)

[www.iom.int](http://www.iom.int) | Facebook | Twitter



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๗ เรียน อธิการบดี

ด้วย International Organization for Migration (IOM) ขอประชาสัมพันธ์การรับสมัครงานในตำแหน่ง Regional Resource Manage Assistant ปฏิบัติงาน ณ กรุงเทพมหานคร โดยมีสัญญาการทำงาน 9 เดือน ตามคุณสมบัติดังต่อไปนี้

1. เป็นผู้สำเร็จการศึกษาปริญญาตรีด้านบัญชี, พาณิชย, บริหารธุรกิจ หรือสาขาอื่นที่เกี่ยวข้อง และมีประสบการณ์การทำงานไม่น้อยกว่า 3 ปี

2. มีความรู้ด้านมาตรฐานการบัญชีของภาครัฐระหว่างประเทศ (International Public Sector Accounting Standards: IPSAS) และ SAP เป็นอย่างดี

3. มีทักษะการใช้ภาษาอังกฤษและภาษาไทยได้อย่างดีเยี่ยม

ทั้งนี้ ผู้ที่สนใจสามารถศึกษารายละเอียดและสมัครได้ผ่านระบบ IOM e-Recruitment system (รายละเอียดตามเอกสารแนบ)

จึงเรียนมาเพื่อโปรดพิจารณา และเห็นควรเวียนแจ้งหน่วยงานภายในมหาวิทยาลัยเพื่อประชาสัมพันธ์ต่อไป

ส่งงานที่  
1 พ.ย. 2566

  
1 พ.ย. 66

  
นพดล วัฒน 66

๒๖๑ คณ./วิภาจวิชัย

ลงชื่อ ..... จรัสดาว คณเมือง

(ดร.จรัสดาว คณเมือง)

รองอธิการบดีฝ่ายพัฒนานิสิต ศิษย์เก่า และศิลปวัฒนธรรม

ปฏิบัติราชการแทน อธิการบดีมหาวิทยาลัยนเรศวร

วันที่ ..... 1 พ.ย. 66



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Regional Resources Management Assistant**  
Duty Station : **Bangkok, Thailand**  
Classification : **General Service Staff, G5**  
Type of Appointment : **Special Short-Term Contract, 9 Months**  
Estimated Start Date : **As soon as possible**  
Closing Date : **19 November 2023**

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 IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand is one of the 9 IOM Regional Offices (RO) that oversees and provides strategic and technical support to IOM activities within the region. Within the RO Bangkok structure, the Regional Resources Management Unit (RRMU) provides support to 40 IOM Country Offices (CO) within the region on budgeting, accounting, human resources, procurement and other administrative functions.

Under the overall supervision of the Regional Finance and Budget Officer (RFBO) and the direct supervision of the Regional Resources Management Officer (RRMO), the incumbent will assist in providing resources management related support to the Regional Office. S/he will also assist the RRMU in providing first-line support and guidance to IOM COs within the Asia and the Pacific Region relating to resources management functions.

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

1. Adhere to the IOM set rules and regulations and relevant instructions for the ROAP, namely in the areas of Resources Management (e.g. budget monitoring, financial reporting, processing payment requests, Travel Requests (TR) and Travel Expense Claims (TEC), as well as procurement, including asset management/inventory).
2. Review and verify Vendors and Implementing Partners (IPs) financial claims, interim/final report for accuracy and conformity with IOM and donor financial rules and regulations.
3. Provide support to the ROAP in:
  - a. Review and maintain the ROAP's financial accounts and ensure, that the ROAP's financial transactions are entered into IOM accounting system (SAP/PRISM) on timely manner.
  - b. Prepare the monthly RO projects and financial report or statistical report whenever required

- c. Review and process Travel Requests, Travel Expense Claims in the Travel Apps and coordinate with treasury on travel advance requests.
  - d. Perform monthly funding request and office cost projectization.
  - e. Prepare invoices for donors/projects as required and ensure collection of funds.
  - f. Responsible for handling the petty cash, including its replenishment and reimbursement of approved expenditures of staff and vendors, as appropriate. Prepare monthly financial report reflecting all cash receipts and payments.
  - g. Verify payment requests by reviewing the invoices along with the supporting documentation and ascertain that the goods (equipment, supplies) or services they pertain to were duly received or provided before proceeding the payment request through OIPA.
  - h. Ensure proper and systematic e-filing system for all validated vouchers and other accounting documents according to established standards.
4. Assist the RRMO and RFBO in providing first-line support and guidance to the COs within the region on IOM's policies and procedures relating to resource management matters.
  5. Assist in providing support to the COs in the preparation of annual budgets, monitoring of cost commitments, budget control and revisions and financial reporting.
  6. Maintain appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud.
  7. Ensure the filing and budget endorsement tracking system is well maintained and updated regularly as necessary.
  8. Assist in training activities on IOM's financial policies and procedure to staffs in ROAP as required.
  9. Report regularly and bring to the attention of the supervisor and the RFBO any relevant resource management issues.
  10. Assist during internal and/or external auditing, if and when required.
  11. Provide general support to the team in absence of other colleagues in the Unit.
  12. Perform other related duties as may be required.

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

#### **Education**

- Bachelor's degree in accounting, Commerce, Business Administration or a related discipline with three years of relevant work experience; or
- High School diploma with five years of relevant professional experience;
- Professional certification such as ACCA or CPA would be a distinct advantage.

#### **Experience**

- Experience in accounting, financial management, financial reports review, accounting and budgeting including familiarity with generally accepted accounting policy and procedures.
- Demonstrated ability to manage multiple work assignments efficiently and effectively.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.

#### **Skills**

- Knowledge of International Public-Sector Accounting Standards (IPSAS) and SAP would be advantage.
- Knowledge on financial rules

#### **Languages**

- Fluency in **English and Thai** languages is required.

## **Required Competencies**

### **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.
- 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 1**

- 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.

### **How to apply:**

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement.

### **Other**

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
- 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.
- IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
- Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.