



IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA23-146**
Position Title : **Budget Analyst**
Duty Station : **Athens, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **09 October 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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

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:

Under the overall supervision of the National Budget Officer and the direct supervision of the Budget Analyst (Supervisor) the successful candidate will be responsible and accountable for supporting budget analysis and reporting for the Country Office (CO) in Greece.

Core Functions / Responsibilities:

1. Assist with data analysis on Programme implementation and indicators in order to facilitate the preparation of progress and final donor reports.
2. Support with the preparation of periodic and activity-specific reports for donors, the mission, regional office or headquarters, as may be required.
3. Support in preparation of draft charts, statistics and relevant information for reporting purposes.
4. Follow up with Programme staff to ensure close monitoring of project development to achieve programme's compliance with donor's Grant Agreements and with respective project documents.
5. Support in maintaining a central filing system (soft and hard copies) by regularly inputting the data, including project, grantees databases, contracts and any other relevant information for the projects. The information has to be filed in an orderly and easily tracking manner, ensuring integrity and data quality of the documentation and appropriate backups.

6. Assist in storing all appropriate documentation of projects properly and accurately for accountability and future donor inspection and/or internal audits.
7. Regularly update and maintain the databases with financial, contractual and audit/verification data for follow-up, tracking and risk assessment purposes; Timely alert supervisors whenever needed; Prepare statistics on audit findings and recommendations including implementation timeframe and follow up, as applicable.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Business Administration, Economics or a related field from an accredited academic institution with two years of relevant professional experience.
- High school diploma with at least four years or relevant professional experience.
- Master's degree in above fields is an advantage.

Experience and Skills

- Minimum one year of proven experience with audit activities is an advantage;
- Experience with EU funding instruments and contractual aspects, financial management and reporting;
- Experience using SAP highly desirable;
- Excellent knowledge in preparation of statistical charts, tables and reports;
- Ability to review a variety of data, identify and adjust data discrepancies;
- Strong interpersonal and communication skills in a multi-cultural setting; ability to communicate in English including the ability to identify and express key messages clearly;
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project reports;
- Knowledge of Microsoft Office environment and office software packages, as well as spreadsheet and database packages, experience in handling of web-based management systems;
- Experience in liaising with governmental and diplomatic authorities and stakeholders, working in international organizations, non-government or government institutions/organization;
- Strong work ethics and commitment to humanitarian principles.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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.

Other:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Greece will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

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.

How to apply:

Interested candidates are invited to submit their application including **a cover letter, CV and a completed Personal History Form in English by email to: GRHRAPPLY@iom.int**, specifying the vacancy reference number **GRCFA23-146 and full name** in the subject line.

Please click this [link to access the Personal History Form](#) (four pages).

Due to the volume of applications received, IOM Greece Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 25 September 2023 to 09 October 2023