



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title	National Payroll Officer (2 Vacancies)
Grade	NO-B
Duty station	Manila (Global) Administrative Centre (MAC)
Job classification	National Officer
Type of Appointment	Fixed term, one year with possibility of extension
Salary	Php 1,577,572.00 per annum net of taxes
Closing date	22 Mar 2023

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. 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 Chief, Manila Human Resources Operations (MHRO) and direct supervision of the Payroll Manager, the National Payroll Officer will be responsible for overseeing relevant HR entries and maintaining all payroll records of locally recruited staff through the ERP Payroll module.

Core Functions / Responsibilities

- Perform first level control over the administration of the Mission payroll and verification of payroll entries; reviewing calculations, processing and verifying correctness of payroll related entries through standard payroll reports in accordance with the Organizations' payroll calendar.
- Oversee work of Payroll Administrators by putting in place effective performance management process in compliance with relevant policies;
- Timely and accurate processing and completion of payroll ensuring that all entitlements are correctly implemented and recorded in the system, including:
 - Examine all incoming documents affecting salaries and entitlements ensuring that they are complete and in compliance with the relevant Staff and Financial Regulations and Rules;
 - Review HR data for payroll purposes through the ERP Payroll module and forwards for final payroll approval to supervisors;
 - Review the payroll for all locally recruited staff, creating and check payroll reports from the ERP system;
 - Review all payroll deductions;
 - Ensure proper application of salary and rental advances for all locally recruited staff;

- Advise relevant counterparts on appropriate payment arrangements and ensure prompt response to payroll and cost distribution concerns of stakeholders; Ensure bank details are correctly inputted into the system; update payment instructions when requested by staff;
- Investigate problems or answers to queries in relation to payroll including all aspects of staff entitlements; Deliver HR/Payroll trainings to newcomers, as required;
- Review data on salary entitlements, changes in status, social security, health insurance, dependency allowances and pension fund etc.; Ensure that correct amounts are being input into the system, investigating and correcting any discrepancies;
- Review and endorse for approval the posting of payroll accounting?
- Oversee accuracy of annual and other reports;
- Probe payroll process to improve efficiency and synergy with other teams;
- Support in resolving any payroll related issues with internal and external auditors and provide replies to audit observations in coordination with supervisor.
- Support the development of the ERP system.
- Perform any other duties as assigned.

Education

- Masters degree in the area of HR and/or finance and accounting with at least 2 years of relevant work experience; or
- First university degree in the above areas and 4 years of relevant work experience.
- Formal specialized training in the area of HR and/or finance and accounting is an advantage.
- Certification as a Certified Public Accountant (CPA) an advantage.

Experience

- At least two years of work experience in the field of HR and/or finance and accounting, preferably in an international environment;
- Experience with integrated Human Resource Management and Payroll computer applications (preferably Oracle);
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Demonstrated gender awareness and sensitivity, as well as the ability to integrate a gender perspective into tasks and activities.
- Thorough working knowledge of payroll systems and procedures, salary calculations and accounting made through payroll systems;
- Adaptation/knowledge in ERP environment an advantage;
- High level of computer literacy.

Languages

For this position, fluency in English is required. Knowledge of a second official UN language is desirable.

Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.

- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies

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.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

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.

Managerial Competencies

Leadership

Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision. Assists others to realize and develop their potential.

Empowering others & building trust

Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Strategic thinking & vision

Works strategically to realize the Organization's goals and communicates a clear strategic direction.

How to apply

Interested applicants may send their applications to **hrmanila@iom.int** no later than **22 March 2023**. VN Number and Position Title (**VN 036-037/2023 - National Payroll Officer**) should be specified in the SUBJECT field.

IOM welcomes applicants from qualified individuals, irrespective of their race, religion, skin, color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Only shortlisted candidates will be contacted.

Kindly note that this position is subject to funding availability.