



Internal / External Job Opening

Date: 01 September 2016

Job Opening No. : JO/2016/029
Section : Transport, Movement and Aviation Section
Functional Title : Finance and Budget Assistant
Post level : GS-5 (One Post)
Duty Station : Naqoura
Deadline for receiving applications : 30 September 2016

Duties and Responsibilities:

Within the delegated authority, the Finance and Budget Assistant will be responsible for the following duties:

- Drafts routine correspondence with respect to enquiries related to relevant administrative, financial and budget matters.
- Assists in the preparation of supporting documents with respect of finalization of cost estimates and budget proposals, in terms of Movements Section requirements.
- Assists to develop and implement controls to monitor contractual performance.
- Supports in extracting information and generating expenditure reports from computerized system databases; assists in preliminary analysis of the extracted information and the reports generated and highlights areas of concern for the attention of Chief Movements Officer and Unit Supervisors.
- Assists in the development of the resource requirements for budget submissions and in the preparation of budget performance submissions.
- Assists in the preparation / finalization of budget performance reports, performing preliminary analysis of variances between approved budgets and actual expenditures, and preparing detailed reports through Business Object during the budgetary year and analyzing data, suggests solutions and improves monitoring and planning tools used in the Section.
- Assists in reviewing and monitoring the performance of contracted services on regular basis to ensure services are effective, meets requirements and delivers desired outcomes.
- Assists to review requisitions for goods and services to ensure correct objects for expenditure have been charged, and availability of funds, based on information collected from all Movements Section Units by implementing UN and other data systems in accordance with UN Rules and Regulations.
- Counter checks all invoices after service entry sheets in UMOJA.
- Ensures that all procurement and contracting activities are carried out in accordance with Procurement Manual and UMOJA processes.
- Coordinates extensively with section units and performs other related duties, as required and directed by the Chief of Section.

Qualifications and Requirements:

- High school diploma or equivalent is required.
- Minimum of five (05) years of relevant experience in Budget / Finance and Administration is required.
- Fluency in oral and written English is required. Working knowledge of French is desirable.
- Good computer skills are required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent / appropriate locally-administered test at Offices away from Headquarters.

Core Competencies:

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1.) Via e-mail to unifil-recruitment@un.org or;
- 2.) Apply online through our WEBSITE: unifil.unmissions.org

Internal candidates should submit copies of their latest two e-performance documents.

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.