

ADVERTISEMENT

United Nations Military Observer Group in India and Pakistan (UNMOGIP) JOB OPENING-FINANCE ASSISTANT (BUDGET UNIT) GL-5 ISLAMABAD

Issuance Date: 26 April 2020
Deadline Date: 10 May 2020
Type of contract: Fixed Term Appointment
Department: Finance & Budget (UNMOGIP)
Title: Finance Assistant (Budget unit)
Grade: GL-5
Duty Station: Islamabad, Pakistan

Org. Setting and Reporting:

This position is located in the Budget unit, Finance and Budget Section, of United Nations Military Observers Group in India & Pakistan (UNMOGIP) in Islamabad. This position primarily involves the management of budget activities the mission. The Finance Assistant shall report to the Chief of Budget unit and will be responsible for the following duties.

Main Duties and Responsibilities:

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

Assists the supervisor with the preparation of cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects; assists, reviews and revises data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs in Budget Formulation Module; Assists fund centre's managers (Substantive and Support Sections) with respect to the explanation of resource requirements for budget submissions; Processes the mission's redeployment of funds in accordance with the established procedures in ERP/SAP system in accordance with financial regulations and rules and established policies and procedures; Support the supervisor in extracting information and generating expenditures reports from ERP/SAP, assist in preliminary analyses of the extracted information and the reports generated, highlights areas of concern for the attention of the supervisor; Supports with the review in ensuring the efficient and effective use of budgetary resources through vigorous monitoring of budget utilization to the approved budget and timely provision of information to Mission management for decision making; Provides support and guidance to fund centre/programme managers on budget implementation and processes corrective actions where necessary; Prepare analytical financial reports (Business Intelligence, ERP/SAP, Budget Formulation) to be used to provide support and guidance to fund centers/self-accounting units on budget implementation and for corrective action where necessary; Assists with the preparation of budget performance reports for the mission, ensuring that correct and accurate data/information is provided by the various programme /fund centre managers in compliance with the Controller's instructions. Assists with reviews and finalizes performance reports ensuring valid and adequate variance explanations between approved budgets and actual expenditures; Review regularly posting of expenditures according to approved budget line. If there is any wrong posting that needs to be rectified by a journal voucher (JV); Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid; Provides support to Fund Center managers for the year-end reviews of budget

commitments in accordance with established criteria; Carries out duties consistent with the financial delegation in adherence with the UN Regulations and Rules.

Performance monitoring: Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts and mission leadership on financial resourcing and stewardship, and organizational performance of the mission, in line with mission priorities. Assists in planning, monitoring, and reporting of financial and operational performance.

Competencies:

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. 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. **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. **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. **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education:

High school diploma or equivalent is required. Technical or vocational certificate in Finance, Accounting, Budget, Business Administration or related fields is a requirement.

Work Experience

At least 5 years of progressively responsible experience within the United Nations system/ International Organization or in private sector at the national or international level in Financial management, Accounting or Budgeting is required.

Extensive knowledge of IPSAS and experience in ERP/SAP systems, ERP Reporting is desirable. Strong skills in use of databases, spreadsheet and word processing applications with strong drafting skills is an added advantage.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Closing date: 10 May 2020

Applicants must apply by completing UN Personal History Profile (PHP) and forward your completed UN PHP application together with cover letter to unmogip2@un.org. Only applications received on the PHP format by the closing date will be accepted.

Please complete the UN Personal History Profile (PHP) on INSPIRA at <https://inspira.un.org/>.

Instructions on completing the PHP are available in below link.

https://unmogip.unmissions.org/sites/default/files/instructions_on_how_to_create_php_in_inspira.pdf

Qualified female candidates are strongly encouraged to apply.**United Nations Considerations:**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills. Applicants will be disqualified from consideration if they do not demonstrate

in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.