



# External Vacancy Notice

General Service

## PART 1 – IDENTIFICATION OF POST

**VACANCY REF.:** Post N. 10004982 - **Administrative/Finance Associate G-6 – UNHCR, Rome**

**FROM:** 1 March 2014 to 28 February 2015 with possibility of further extension  
(In replacement capacity: previous incumbent maintains a lien of maximum 18 months to this position)

**CONTACT PERSON:** Linda Mandolini – Senior HR Associate ([mandolin@unhcr.org](mailto:mandolin@unhcr.org))

**CLOSING DATE:** 4 February 2014

**DATE:** 21 January 2014

## PART 2 – POSITION REQUIREMENTS

### 2.1 ORGANIZATIONAL CONTEXT.

The incumbent is supervised by the Senior Regional Admin/Programme Officer who defines general work objectives and provides necessary advice and guidance. The Admin/Finance Associate may supervise some support staff in which case Managerial competencies M001 and M002 (under 2.3 below) are applicable and should be selected by the staff member and manager in the context of Performance Appraisal Management (e-PAD).

The incumbent keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with local suppliers, banks and financial institutes on subject matters which may be of importance to the Organization.

### 2.2 FUNCTIONAL STATEMENT. Describe the accountabilities, responsibilities and authorities associated with the position.

1. Performs personnel administration tasks including interpretation and processing entitlements, issuance of contracts and maintenance of various personnel records and files;
2. Assists in conducting preliminary interviews of candidates, administering typing exams and recruitment of GL staff;
3. Conducts surveys of local cost of living, DSA rate and servicing staff, housing rental and collects information on the above-mentioned.
4. Prepares travel authorization, ID cards and other personnel related documents for staff;
5. Record vouchers in MSRP Finance and Supply Chain application, prepares monthly replenishments, maintains Petty Cash, enters Requisitions and Purchase Orders. Prepares monthly reports on accounts for submission, as needed. If required, assists in preparation of ABOD and submission along with Country Operation Plan;
6. Prepares, updates, maintains inventory records of non-expendable equipment for submission to the main office. Orders and controls stationary supplies;
7. Attends meetings and participates in discussions of new or revised procedures and practices on administration and finance matters; interprets and assesses the impact of changes and makes recommendations for follow-up action;
8. Performs other duties as required.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

Code	Managerial Competencies
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input checked="" type="checkbox"/> M006	Managing Resources

Code	Cross-Functional Competencies
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

Completion of secondary education with post-secondary certificate/training in Business Administration, Finance, Office Management, Human Resources or other related fields.

Minimum 6 years of previous job experience relevant to the function.

Computer skills (MS office and People soft applications).

Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

Knowledge in UNHCR Admin and financial rules, procedures and processes.

Knowledge and working experience of MSRP Finance and EPM Budget applications.

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Knowledge of another relevant UN or local languages.

#### NOTE

- Applications must be in **English** and addressed by e-mail to the above-mentioned contact person.
- The UN Personal History Form must be filled out and submitted along with a motivation letter in **English**.
- For position-related information, interested candidates can contact the above-indicated contact person.
- Acknowledgements shall only be sent to short-listed candidates under consideration.
- Incomplete or late application will not be taken into account.