



**UNITED NATIONS SUPPORT OFFICE FOR SOMALIA
(UNSO)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS:	08 SEPTEMBER 2017
DATE OF ISSUANCE:	09 AUGUST 2017
FUNCTIONAL TITLE:	FINANCE AND BUDGET ASSISTANT
LEVEL:	GL-5
SECTION:	FINANCE & BUDGET
LOCATION:	NAIROBI
DURATION OF CONTRACT:	ONE (01) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSO/FIN/018/2017

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

The United Nations Support Office in Somalia (UNSO) provides logistic support to AMISOM, UNSOM, the Somali National Army (SNA) and other agencies. This position is located in the UNSO Budget and Finance Section which is directly under the Office of the Deputy Director of Mission Support. The mission's Budget and Finance Section provides effective and efficient budget and financial management support to UNSO and UNSOM. The mission also provides support to the following trust funds: The Trust Fund for AMISOM and SNA, the Trust Fund for UNSOM. The Finance and Budget Assistant at this level reports to the Finance and Budget Officer.

Duties and Responsibilities;

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

Budget – Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; Assists supervisors in the elaboration of resource requirements for budget submissions. – Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures. – Assists in preparation of budget performance submissions and finalization of budget performance review submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures. – Assists and processes the mission's redeployment of fund requests in accordance with the established procedures. – Supports the monitoring of budget implementation/expenditures with approved budget ensuring they remain within authorized levels. – Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid.

Finance – Assists in the review and analysis of receivables, payables and all open items for corrective actions. – Assists with the computation of staff and non-staff members’ entitlements, including claims, danger pay, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments. – Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services received, for payment of vendor invoices, staff entitlements, travel claims to ensure conformity and adherence to applicable United Nations policies, such as staff rules, financial regulations and rules, ST/AI issuances and practices, IPSAS policy framework; communicates discrepancies to supervisor. – Assists with the disbursements or releases payments by check, cash, and wire transfer; assists with exception payment for corrective actions. – Assists with the preparation of cash-flow replenishments, maintains records of incoming and outgoing in cashier’s imprest account; monitors cheque stock and cash receipt for replenishments. – Assists, reviews and prepares year-end financial statement reports for the United Nations– Performs any other duties as assigned.

Competencies

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, payment and claim functions. 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 concern’s 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.

Planning and 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 adjust plans and actions as necessary; uses time efficiently.

Teamwork: Work collaboratively with colleagues to achieve organisational goals. Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others. Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position

Qualifications

Education: High school diploma or equivalent. Technical or vocational certificate in accounting, finance, Budget or related fields is a requirement.

Experience: A minimum of five (5) years of experience within the United Nations system or in the private sector in accounting, Budgeting and financial management or related area.

Languages: English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.

Assessment Method

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

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **09 September 2017** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).

