



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

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

DEADLINE FOR APPLICATIONS: 30 JANUARY 2018
DATE OF ISSUANCE: 24 JANUARY 2018
FUNCTIONAL TITLE: BUDGET & FINANCE OFFICER
LEVEL: NO-C
SECTIONS UNIT: FINANCE
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOS/FIN/010/2018

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 position is located in Nairobi. The incumbent reports to Chief Budget and Finance Officer.

Responsibilities;

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

- Prepares cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects, review, analyse and revise data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Provides support to programme/fund center managers (Substantive and Support Sections) with respect to the elaboration of resource requirements for budget submissions.
- Administers and monitor extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Administrates the mission's allotments in accordance with the established procedures including redeployment/reallocation of funds.
- Ensures the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget and timely provision of information to Mission management for decision making; Provide support and guidance to fund center/programme managers on budget implementation and corrective actions where necessary.
- Prepares the budget performance report of the mission and ensure that correct and accurate data and information are provided by the various programme/fund center managers in compliance with the Controller's instructions. Review and finalise the performance reports ensuring valid and adequate variance explanations between approved budgets and actual expenditures.

- Analyses complex/unusual accounting transactions and open items in the accounting system and implement corrective actions.
- Reviews and reconciles various clearing accounts, investigate erroneous/invalid entries and take appropriate corrective accounting action.
- Processes incoming/outgoing billings (IMBs) from agencies, funds and programs.
- Advise and ensures year-end budget commitments confirming with established criteria are valid for carrying forward.
- Reviews and verifies that appropriate relevant supporting documents have been provided for the processing of payments for goods and services received.
- Verify imprest documentation and prepare imprest statements.
- Provides advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the supervision/guidance of the Chief Finance and Budget Officer.
- Prepares staff members' entitlements including, claims, danger pay, daily subsistence allowance, mission subsistence allowance, volunteer living allowance and any other allowances for payments in conformity and adherence to applicable United Nations policies e.g., staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework etc.
- Supervises the disbursement of payments and monitor house bank account balances and transaction.
- Prepares bank reconciliations for the Mission house banks.
- In the absence of the supervisor, oversee the daily operation for the Office
- Performs other duties as assigned.

Competencies

Professionalism: 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Team work: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

Education: An advanced university degree (Master's degree or equivalent) in business administration, finance, or in a related area. A first-level university degree with in combination two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least five (05) years of progressively responsible experience in finance, administration, budget, business administration or related area. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) – or

similar international organisation or non-governmental organisation – in a conflict or post-conflict setting is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

Method of

Assessment: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a 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 **February 30, 2018** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of P11, Masters or Degree Certificate, Passport and or National Identification Card. These are required of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of recruitment process.

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 AND PROCESSING, OR TRAINING).