



UNITED NATIONS SUPPORT OFFICE IN 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	:	30 NOVEMBER 2019
DATE OF ISSUANCE	:	01 NOVEMBER 2019
FUNCTIONAL TITLE	:	FINANCE AND BUDGET ASSISTANT
LEVEL	:	GL-5
SECTION	:	FINANCE AND BUDGET SECTION
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSO/FIN/040/2019

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 assume 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.

Organizational Settings and Reporting Relationships:

This position is in the United Nations Support Office in Somalia (UNSO) Finance and Budget Section. The incumbent reports to the Chief Finance and Budget Officer.

Major duties and responsibilities:

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

- Assists in the processing of bank reconciliation on a daily basis.
- Assists in the review and analysis of receivables, payables and all open items for corrective actions.
- Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services received, for payments of vendors 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 or practices, IPSAS policy framework; communicates discrepancies to supervisors.
- Assist with the disbursement and release payments by cheques, cash or wire transfer; assist with exception payments for corrective actions.

- Prepares cash-flow replenishments, maintains records of incoming and outgoing in cashier's imprest account.
- Assist in the execution of cost recovery in line with established agreements and policies and support on the collection of associated receivables.
- Assist in claiming VAT exemption forms from Government of Kenya (through UNON Host Country Relations Unit).
- Assists, reviews and prepares year end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by locally recruited staff.
- 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.
- Assist in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assist in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Assists and process the mission's redeployment of fund requests in accordance with the established procedures.
- Supports the monitoring of budget implementation/expenditures with approved budget in 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.
- Keeps up to date on documents/reports/guidelines that have a bearing on matters related to the mission's operations, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Drafts or prepares correspondence to respond to enquiries in respect to relevant financial and budget matters.
- Maintain and keep up-to-date files.
- 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.

Teamwork: 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.

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 adjusts plans and actions as necessary; uses time efficiently.

Qualifications/Special Skills

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.

Language: 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 Method: Evaluation of qualified candidates may induce 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 Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **30 November 2019** 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 High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the 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 MEETING, PROCESSING, OR TRAINING).