



**VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/001/2020**

**The United Nations Office for West Africa and the Sahel (UNOWAS) is looking for a highly motivated, team player and result oriented person**

**To serve as: Finance Assistant**

<b>Title</b>	Finance Assistant
<b>Number of posts</b>	01
<b>Type of contract</b>	Service Contract
<b>Category</b>	Service Contract
<b>Duty station</b>	Dakar, Senegal
<b>Unit/Section</b>	Finance Section
<b>Post Level</b>	SB3
<b>Issuing date</b>	11/03/2020
<b>Closing date</b>	20/03/2020

**ORGANIZATIONAL SETTING AND REPORTING:**

This position is located in UNOWAS, Dakar, Senegal. This position involves a variety of tasks with respect to providing finance and budget planning, implementation and reporting for support to two missions (CNMC and UNOWAS), backstopping financial and budgetary elements for support to the programs of the two missions including aviation services, ground transportation, rental of conference facilities, travel for training and non-training, support to meeting participants, and other logistical tasks. The position also entails working in close collaboration with the Regional Service Centre in Entebbe (RSCE).

**DUTIES AND RESPONSIBILITIES:**

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

**Accounts**

- Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services received for various payments; ensures 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.
- Coordinates with RSCE for any payments to vendors, outstanding payments, pending documentation that is required to accelerate the process.
- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals.

**Budget**

- Assists in preparation of budget performance submission documents (narrative and supporting tables) reviewing variances between approved budgets and actual expenditures.
- Assists and processes the Missions redeployment of fund requests under the supervision of the Finance and Budget Officer



- Assist with the monitoring of expenditures through fund commitment/Purchase Orders to ensure that there is enough money for payment as well as avoiding double payment.

### Treasury (Custodian)/Cashier

- Ensures close collaboration with CITI bank as needed.
- Assists with the maintenance of records of incoming and outgoing cash in the cashier's imprest account; monitors cheque stock and cash receipt for replenishments.
- Processes incoming payment instructions after verifying and/or entering banking details and checking sources of funds in Umoja.
- Assists vendors regarding queries on payment issues.
- Notifies payees of status of payments.

### General

- Keeps up-to-date with guidelines that have bearing on matters related to UNOWAS/CNMC/ financial operations as related to her/his responsibilities, ensuring compliance with United Nations policies and procedures.
- Files and archives documentation as required.
- Performs other duties as assigned by the supervisor.

### Work implies frequent interaction with the following:

Chief of Budget and Finance (CBFO) and other finance staff; administrative officers and other UNOWAS/CNMC/ Sections; Citi Bank, contractors, vendors and RSCE

### Results Expected:

Provide accurate financial reports on a regular basis as related to her/his level of duties. Display professionalism in assisting UNOWAS/CNMC/ business counterparts such as vendors, contractors, etc...Constant support to supervisors with respect to the field's financial operations and treasury remittances/ payments transactions.

### COMPETENCIES:

- **Professionalism:** Knowledge of general accounting, financial operations functions and custodian operations. Ability to analyse and apply data across the range of finance, accounting and fund commitment monitoring functions. Showing skills and ability to analyse and interpret financial documents. 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.

- **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

### **QUALIFICATIONS:**

#### **Education:**

High school diploma or equivalent and certificate in accounting, financial or administrative management or relevant field are required. A vocational diploma with relevant combination of technical training will be accepted.

#### **Work experience:**

At least 10 years of progressively responsible experience within the United Nations system and/or in an International Organization, in the private sector at the national or international level in accounting, or administration and financial management is required. Hands-on experience on Umoja is required.

#### **Languages**

Fluency in spoken and written French is required. Working knowledge of English is also required.

### **APPLICATION:**

Applicants meeting the above qualifications are requested to submit the following only by email to **unowas-cnmc-hr@un.org**:

- Cover letter
- Completed and signed P-11 form (please note the P11- Form is available on the UNOWAS Website at [unowas.unmissions.org](http://unowas.unmissions.org))
- Copy of Diplomas and Degrees
- Work certificates from previous employers

Note: Please indicate clearly the vacancy number and title in the email subject. **Only short-listed candidates will be contacted.**

#### **Assessment Method:**

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.