FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. IRQ/MOFTA/2020/015

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Finance Associate</th>
<th>Category/grade</th>
<th>General Service, G6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Number</td>
<td>10033608</td>
<td>Type of contract</td>
<td>Fixed-term appointment</td>
</tr>
<tr>
<td>Location</td>
<td>Mosul, Iraq</td>
<td>Date of Issue</td>
<td>10 May 2020</td>
</tr>
<tr>
<td>Effective date of assignment</td>
<td>1 August 2020</td>
<td>Closing Date</td>
<td>24 May 2020</td>
</tr>
</tbody>
</table>

Organizational Setting and Work Relationships: (include details here on the “ideal” candidate – both in terms of soft skills, as well as technical/functional skills etc).

The Finance Associate will be supervised by the Head of Sub Office Mosul with functional supervision from the Senior Admin Officer in Branch Office Baghdad. The Head of Sub Office in Mosul in coordination with the Senior Admin Officer in Baghdad will define general work objectives and provides necessary advice and guidance.

The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues. The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information. The incumbent may supervise some support staff.

Nature of the Position:
- Assist the Head of Office in the provision of resources (material and services) necessary to support the day-to-day activities of the staff in the office.
- Provide administrative support in the areas of finance and human resources as well as up to date and accurate data and records in MSRP and other systems.
- Provide interpretation of administrative rules, regulations and procedures. Seek guidance from Supervisor where necessary
- Arrange for and/or attend meetings on day-to-day administrative matters, participate in discussions of new or revised procedures and practices, interpret and assess the impact of changes and make recommendations for follow-up action.
- Prepare, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Assist in the preparation of office budgets and maintain necessary budgetary control records.
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Arrange for requisition of office supplies, vehicle maintenance, office rent and equipment and arrange for control of distribution and maintenance of appropriate inventory records.
- Follow up with suppliers on a regular basis to ensure invoices are received in a timely manner, in particular at year end closure;
- Ensure travel authorizations are raised in a timely manner prior to staff undertaking travel and that staff submit online self-certification within 14 days of return from travel.
- Perform other related duties as required.

**Functional Statement:** *(to be taken from the job description)*

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR’s core values of professionalism, integrity and respect for diversity.

**Duties:** *(key results that will be achieved)*

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.
- Advise and assist staff members, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, calculate and authorize payments due for claims and services.
- Maintain liaison with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Prepare detailed cost estimates and participate in budget analysis and projections as required.
- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures.
- Perform other related duties as required.

**Minimum Qualifications/ Essential:**

- Degree level: High School Diploma.
- Years of Experience: 6 years relevant experience.
- High level of IT affinity (MS Office applications, People Soft).
- Knowledge of English and/or UN working language of the duty station if not English

**Desirable Qualifications:**

- Certificates and/or Licenses in Accounting, Business Administration, Finance
- Job experience: Knowledge and work experience of MSRP Finance applications. Good knowledge of UN/UNHCR Financial rules and procedures. Completion of UNHCR learning programmes or specific training relevant to the functions of the position.

**Functional Skills:**

**Desirable**

- IT-Computer Literacy
- FI-PeopleSoft Financial Management
- UN-UN/UNHCR Financial Rules and Regulations and Procedures
- IT-Enterprise Resource Planning (ERP)

**Required Competencies:**

**Core Competencies:**
- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

**Managerial Competencies**
- Managing Resources

**Cross-Functional Competencies**
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

**Eligibility:**

**Internal candidates:** Interested staff members should consult the Administration Instructions on Recruitment and Assignment of Locally Recruited Staff (RALS) (UNHCR/AI/2020/1/Rev.1). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is:
- Current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.
- Current locally recruited UNHCR staff members holding a temporary appointment.
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females).
- National United Nations Volunteers currently working for UNHCR.
- National UNOPS and individual contractors currently working for UNHCR.
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member’s personal grade.
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment

**External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.
Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: http://icsc.un.org

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals) through the provided link https://www.unhcr.org/iraq-jobs by the closing date.

Kindly note that only electronic applications submitted through the website will be considered. No late applications will be accepted.

Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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