

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) invites qualified candidates to apply for the following vacancy:

Functional Title: **Administrative/Finance Assistant - GL4**  
Contractual Status: **Temporary Appointment**  
P.N.: **10027248**  
Duty Station: **Mosul - Iraq**

Vacancy Tracking No.: **IRQ/BGD/2018/INT-EXT/11**  
Date of Issue: **23 May 2018**  
Deadline for applications: **05 June 2018**

**(Re-advertisement) INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

The incumbent will undertake the following responsibilities under the direct supervision of the Associate Programme Officer in Sub Office Mosul.

**ORGANIZATIONAL CONTEXT:**

The Admin/Finance Assistant provides clerical assistance to the immediate supervisor and/or Head of the Office to ensure that routine services and activities within the admin/finance domain are properly implemented. Subject to the nature of the task/assignment in hand, he/she will receive regular guidance from his/her supervisor. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

**FUNCTIONAL STATEMENT:**

- Assists in maintenance of financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
- Prepares recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons;
- Prepares detailed cost estimates and participates in budget analysis and projections as required;
- Assists in processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
- Prepares correspondence and reports, as required, on general administrative and financial tasks.
- Assists in the preparation of office budgets applicable to staff and servicing costs and maintains budgetary control records.
- Assists in requisitions of office supplies and equipment locally and abroad and arranges for control of distribution and maintenance of appropriate inventory records;
- Perform a variety of administrative and clerical tasks as assigned by the Line Manager;
- Coordinate with other UNHCR units and suppliers as needed.
- Performs other duties as required.

**REQUIRED COMPETENCIES:**

- Analytical Thinking; Planning and Organizing.

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:**

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management, Human Resources or other related field.
- Minimum 3 years of job experience relevant to the function;
- Computer skills (MS office and People Soft applications).

**LANGUAGE:**

- Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station). In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.

**DESIRABLE QUALIFICATIONS & COMPETENCIES:**

- Knowledge in UNHCR admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.

Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:  
[e-mail: irqbaadm@unhcr.org](mailto:irqbaadm@unhcr.org)

Please indicate the post title you are applying for in the subject.

Only short-listed applicants will be contacted and engagement is needed immediately.