

TEMPORARY VACANCY ANNOUNCEMENT

VA NO. TVA No. 11/2014

Issued on: 10 June 2014

| | |
|---------------------------------|---|
| ORGANIZATIONAL LOCATION: | UN-HABITAT |
| DUTY STATION: | Nairobi |
| FUNCTIONAL TITLE: | Financial Management Officer |
| GRADE: | P-4 |
| POST DURATION | Pending Regular Recruitment against the post |
| CLOSING DATE: | 15 June 2014 |

Org. Setting and Reporting

The United Nations Human Settlements Programme, UN-HABITAT, is the focal point for human settlements in the United Nations. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The post is located in the Finance, HR and ICT Branch of the Management and Operations Division at the Nairobi duty station.

Responsibilities

Under the supervision of the Chief of the Finance, HR and ICT Branch, the incumbent will be responsible for the following duties: **1. Overall Policy Functions:** Provide inputs, especially concerning financial and budgetary matters, to the formulation of the overall strategies, priorities and policies of UN-Habitat; Provide advice and guidance, including training to staff on budgetary and financial policies and procedures, as well as results-based budgeting; Participate in meetings and technical missions; Ensure legislative mandates are accurately translated into programme budgets; Prepare position papers for decision making by senior management. **2. Financial and budgetary functions:** Analyze the financial reporting requirements and financial statements based on International Public Sector Accounting Standards (IPSAS) and develop additional tools using existing software applications and management reports; Administer and monitor core and extra budgetary resources including review of agreements ensuring compliance with regulations, rules and established policies and procedures; Undertake research and trend analysis of budgetary policies and procedures, make recommendations for changes and/or modifications; Provide detailed inputs with respect to resource requirements for budget submissions; Prepare budget performance submissions, review and analyze variance between approved budgets and actual expenditures; Assist in monitoring all accounts in UN-Habitat ensuring appropriate expenditures and in coordination with United Nations Office at Nairobi (UNON), taking corrective actions when required. **3. Management/administrative functions:** Act as focal point for the financial aspects of the Integrated Management and Information System (IMIS) and the Enterprise Resource Planning (ERP) related software, and custom developed software applications within UN-Habitat; Act as focal point within UN-Habitat for financial donor reporting and other specialized financial reports; Assist with the

coordination of external audits, Office of Internal Oversight Services audits/investigations and follow-up on recommendations; Produce ad-hoc financial and management reports for Senior Management, Committee for Permanent Representatives (CPR) and Governing Council; Co-ordinate with IMIS Support Unit and Accounts Section in UNON on the financial statements and budgets; Represent the Operations Division at CPR Working Groups and Advisory Committee on Administrative and Budgetary Questions (ACABQ) sessions; Maintain regular contact with programme managers with a view to providing solutions to their specific financial and management information requirements and monitor unusual variances and trends. 4. Perform other related duties as may be required.

Competencies

Knowledge and command of financial administration of resources; Demonstrated effectiveness in developing financial management policies and procedures; Ability to identify issues, formulate opinions, make conclusions and recommendations; 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. Communication: Speaks and writes clearly and effectively; Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations of key issues by defending recommendations before Senior Management; Listens to others, correctly interprets messages from others and responds appropriately; Demonstrates openness in sharing information and keeping people informed. Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; 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; Foresee risks and allows for contingencies when planning. Commitment to continuous learning: Willingness to learn in order to keep abreast of new development in the areas of finance, accounting and budgeting.

Education

Advanced University degree (Master's or equivalent) in Accounting or related area. A first university degree in combination with two years professional and academic qualifications may be accepted in lieu of the advanced degree.

Work Experience

A minimum of 7 years of progressively responsible experience in budgeting and financial management, including at least two years in management information/accounting role. Knowledge of UN Legislative machinery and procedures, budgetary policies and practices, financial regulations and rules, desirable. Knowledge of IPSAS an advantage. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of another UN language is desirable.

Remuneration

See UN website http://www.un.org/Depts/OHRM/salaries_allowances/index.html

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.

All applications should be submitted to:

Ms. Nyambura Mbura

UN-Habitat

P.O. Box 30030

Nairobi, Kenya

Email: Nyambura.Mburu@unhabitat.org

Deadline for applications: 15 June 2014

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org