

Posting Title : FINANCE OFFICER (Temporary Job Opening), P3  
Job Code Title : FINANCE OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 19 September 2023-2 October 2023  
Job Opening number : 23-FIN-RSCE-218375-J-ENTEBBE (R)  
Staffing Exercise : N/A

---

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

---

### **Org. Setting and Reporting**

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions. The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support.

In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the National Staff Benefits and Payroll Service Line, at the Regional Service Centre Entebbe under the Department of Operational Support. The Finance Officer at this level reports to the Service Delivery Manager.

### **Responsibilities**

The Finance Officer at this level is responsible for providing support in the execution of varied and inter-related operational and logistical activities, ensuring high quality and accuracy of work. The incumbent will be responsible for the implementation of RSCE operational strategies, management of RSCE financial resources; management of the service line human resources and administrative requirements.

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

- Ensure that the provision of all RSCE related administrative support services are implemented/delivered in an efficient and timely manner.
- Act as RSCE focal point for common financial, administrative and logistical functions.
- Provide timely coordination and logistical support in relation to RSCE client missions.
- Provide analytical inputs to strategic planning, results-based management and reporting.
- Assist and coordinate within the unit in the conceptualization and development of workplans, human resources and procurement plans and logistical support. Human Resources Management.
- Undertake actions related to the administration of the unit's human resources activities, e.g. performance appraisal, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Provide information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the staff rules and regulations.
- Provide information on unit's staffing needs for inclusion in the staffing table of the respective unit.

#### Budget and Finance

- Assists in developing the unit's work program and budget; analyze inputs and formulate resources allocations by work program, or business processes.
- Monitor budget/ work program on a regular basis and reallocate resources as necessary.
- Support the implementation of procedures and systems for implementing the appropriate financial database.
- Contribute to the development of budgetary guidelines for own unit.

#### Other duties

- Supervise the work and manage the performance of administrative support staff.
- Perform other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems).

#### **Competencies**

Professionalism: Knowledge of financial and payroll policies, principles, practices, and

procedures, including IPSAS requirements in relation to payroll. Ability to identify sources for data collection, conduct independent research and analysis, identify, apply analytical and evaluative skills to resolve transaction errors, and formulate options and present conclusions. Ability to apply various United Nations or a similar entity administrative rules and regulations in work situations. Ability to provide supervisory support to junior team members. 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.

**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.

**Client orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

**Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

## **Education**

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, human resources management, social sciences, education, or in a related field is required. A first-level degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

At least five (5) years of progressively responsible experience in finance, administration, budget, business administration, human resources management, or related area at the national and at the international level is required. For first level degree holders, seven (7) years of qualifying experience will be a must.

Experience with financial management or accounting in an international setting is required.

Experience processing financial and/or payroll transactions utilizing an ERP (i.e., SAP, PeopleSoft, etc.) is required.

Experience working in a United Nations common system (inclusive of Peacekeeping field operations, political missions and UN agencies, funds and programmes) – or similar international organization or non-governmental organization is desirable.

Experience with human resources systems and management in an international setting is desirable.

Experience as a Shared Service Centre team member providing support to international clients is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English, oral and written is required; and knowledge of French is desirable.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be

followed by competency-based interview.

### **Special Notice**

This position is temporarily available for six (06) months. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.

This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.

Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedure

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law,

violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.