



VACANCY ANNOUNCEMENT

Job Opening Reference: RSCE/GJO/FIN-NOC/007/06/2017

Issuance Date: 30 June 2017

Deadline Date: 30 July 2017

Type of contract: Fixed Term Appointment

Duration: 1 Year

Department: Regional Service Centre Entebbe (RSCE)

Scheduled date for taking up appointment: ASAP

Title: Finance Officer	Grade: NO-C	Duty Station: Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Org. Setting and Reporting

The Position is located in the Regional Service Centre Entebbe (RSCE). The incumbent will report to the Chief of Unit.

Main Duties and Responsibilities

Within delegated authority, the Finance Officer will carry out the following duties:

- Oversees the timely processing of vendors invoices, staff entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance for Government Provided Personnel, Civilian Police and Staff Officers, volunteer living allowance and any other allowances for payments in conformity and adherence to applicable United Nations policies e.g. staff rules, financial regulations and rules, ST/AI issuances or practices or practices, IPSAS policy framework etc.
- Supervises the disbursement processes of the RSCE or the Client Missions as appropriate; monitors the house bank account balances and transaction summaries; manages cash flow requirements; Liaises daily with the UN Treasury at HQ for the oversight on payments of vendors and personnel related payments released by the RSCE.
- Provides advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the guidance of the Service Delivery Manager.

- Participates in developing inputs to the UN's legislative processes for consideration of the Centre's financing requirements by FBFD, Controller's Office, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee of the General Assembly.
- Monitors performance against RSCE Key Performance Indicators (KPIs) and all Service Level Agreements (SLAs) applicable to assigned areas of responsibilities.
- Contributes to the development of the Service Line's annual budget, particularly with respect to the establishment of major resourcing priorities, prepare cost estimates and budget proposals, in terms of the Service Line's resourcing requirements such as non-staff requirements, including programmatic aspects; review, analyze and revise data with respect to the finalization of the budget proposals as well as Results Based Budgeting inputs.
- Participates in the preparation, review and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and Controller's instructions; reviews and ensures valid variances between approved budgets and actual expenditures.
- Acts as a Certifying Officer under Financial Rule 105.5 or Approving Officer under Financial Rule 105.4 in adherence with UN Regulations and Rules.
- Reviews and verifies completeness of documentation supporting invoices and payment requests.
- Approves and creates profiles in payroll systems.
- Assists with the development of a communication strategy with a provision of input related to their Service Line for RSCE dedicated intranet page on Finance issues as required.
- Supervise Finance Assistants in the team and provide appropriate technical guidance and mentoring to the team members.
- Performs other duties as required.

Competencies:

- **Professionalism:** Formulates effective financial operations through the provision of timely support with respect to a well-formulated financial plan and peacekeeping budget proposals. 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.
- **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.
- **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.

Qualifications

Education

- Advanced University Degree, preferably in the field of finance, business administration or in a related field is required. An additional professional qualification in finance, accounting or audit is desirable.
- A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree. An additional professional qualification in finance, accounting or audit is desirable.

Work Experience

- For holders of a Master's Degree, at least five (5) years of progressively responsible professional experience in finance, administration, business administration or related area within a national and / or an international Organization is required.
- In case of a Bachelor's Degree a minimum of seven (7) years progressively relevant professional experience in finance, administration, business administration or related area within a national and / or an international Organization is required.
- Experience working in financial management, audit or accounting in within an international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.
- Experience with financial management, audit or accounting systems and management in an international setting is desirable.
- Experience in a shared service center is desirable.

Languages

- English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.
- Knowledge of another official United Nations language is an advantage.

ADDITIONAL IMPORTANT COMMENTS.

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
 - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
 - Latest performance evaluation report (for internal UN Candidates).
 - Copies of University Degrees and other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: rsce2-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.

5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
7. This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.