UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES OR BENEFITS. FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS : 12 JULY 2022
DATE OF ISSUANCE : 13 JUNE 2022
FUNCTIONAL TITLE : FINANCE AND BUDGET ASSISTANT
LEVEL : GL - 4
SECTION : BUDGET AND FINANCE SECTION
LOCATION : MOGADISHU
TYPE OF CONTRACT : FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER : UNSOS/FIN/018/2022/SM

Special Notice:
This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. This position is subject to local recruitment pursuant to United Nations staff rule 4.4. All staff in the General Service and related categories shall be recruited in the country or within commuting distance, irrespective of their nationality and of the length of time they may have been in the country. Local laws governing employment for non-nationals will be observed by the United Nations. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:
This position is based in the Budget and Finance Section within the United Nations Support Office in Somalia (UNSOS), in Mogadishu. The Budget and Finance assistant will report to chief of Budget Unit.

Key Duties and Responsibilities:
Within delegated authority, the Finance and Budget Assistant will be responsible for the following:

Strategic Resourcing and Stewardship:
• Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals.
• Assists in preparation of budget performance submission documents (narrative and supporting tables) reviewing variances between approved budgets and actual expenditures.
• Assists and processes the mission's redeployment of fund requests under the supervision of Finance and Budget Officer/Assistant at higher level.
• Assists with the generation of financial reports.
• Files and archives documents as required.

**Performance Monitoring:**
• Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts on financial resourcing and stewardship, and organizational performance of the mission, in line with mission priorities and as directed by the supervisor.

**Other:**
• Ensures that daily activities are in compliance with the Department of Operational Support (DOS) Environmental and Waste Management policies and in line with the DOS Environment Strategy objectives.
• Performs other duties as assigned.

**Competencies:**

**Professionalism:** 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 clients.
Qualifications and Experience:

Education: High school diploma or equivalent. Technical or vocational certificate in accounting, finance, budget, business administration, public administration or related fields is a requirement.

Experience: A minimum of two (02) years of experience in International Organizations or in the private sector in accounting, budgeting and financial management or related area.

Language: For the post advertised, fluency in oral and written English is required. Knowledge of local language (Somalia) desirable.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:
Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The P.11 is on the https://unsos.unmissions.org/jobs.

Applications submitted after the deadline 12 July 2022 will not be accepted.

Curriculum Vitaes (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsos@un.org

Kindly attach a copy of relevant academic documents, Passport and or National Identification Card. These are required as part of your application for consideration of eligibilty.

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. The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).