



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
ADVERTISEMENT**

DEADLINE FOR APPLICATIONS:	18 AUGUST 2016
DATE OF ISSUANCE:	12 AUGUST 2016
FUNCTIONAL TITLE:	BUDGET ASSISTANT
SECTION:	BUDGET AND FINANCE SECTION
LOCATION:	NAIROBI, KENYA
TYPE OF CONTRACT:	INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT	1 – 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/BGT/FIN/2016

Special Notice:

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

Organizational Settings and Reporting Relationships:

These positions are in the Budget and Finance Sections. The incumbent will be reporting to the Budget Officer.

Responsibilities:

Under the direct supervision of the Budget Officer, the Finance and Budget Assistant is responsible for the following:

- Assists with the preparation and formulation of draft cost estimates and budget proposals in terms of staff and non-staff requirements for review by the Budget Officer or Director.
- Assists with the analysis and approvals of the requirements submitted by the mission's administrative sections and substantive offices.
- Assists with the management and preparation of allotments, sub-allotments and re-deployment of funds when necessary in order to ensure that funds are available to carry out the mission's activities.
- Assists with the preparation of budget performance reports and other reports as required.
- Assists with the administration and monitoring of extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Under supervision of the chief of Unit, liaises with section chiefs, substantive offices and the office of the Special Representative to the Secretary General to coordinate on budgetary matters.
- Keeps record of requisition and purchase orders raised by Account Holders.
- Assists with the monitoring and reporting of the monthly Human Resources incumbency reports
- Under guidance by the supervisor, produces monthly expenditure reports for distribution to Section Chiefs.
- Provides input and compiles the draft responses to issues raised by Headquarters (FBFD, PPBD and/or Controller's office) relating to submitted cost estimates and implementation of the approved budget.
- Performs other related duties, as assigned.

Competencies:

Professionalism: Ability to provide seasoned effective specialized advice in a broad range of human resources, financial, logistical, and administrative areas to Head of Office/Mission, and to Headquarters and senior mission staff; ability to ensure adequate preparation of reports or rationale with respect to key logistic and administrative decisions; strong negotiation and conflict-resolution skills. Shows pride in work and 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: Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and 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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

Education: High School diploma or equivalent is required. Training in Business Administration, Accounting, Economics or equivalent is desirable.

Experience: At least eight (5) years of progressively responsible experience in budget or Finance is required. Extensive experience in the area of budgeting and financial management systems.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required for this position. An addition of any other UN language will be an advantage.

Assessment: Evaluation of qualified candidates may include an assessment exercise which may be followed by competency based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs> Applications submitted after the deadline **18 AUGUST 2016** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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).