

# UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

**DEADLINE FOR APPLICATIONS** : **06 APRIL 2017**  
**DATE OF ISSUANCE** : **24 MARCH 2017**  
**FUNCTIONAL TITLE** : **FINANCE ASSISTANT**  
**LEVEL** : **GL-6**  
**SECTION** : **BUDGET & FINANCE**  
**LOCATION** : **NAIROBI**  
**DURATION OF CONTRACT** : **TEMPORARY**  
**VACANCY ANNOUNCEMENT NUMBER** : **UNSOS/FIN/010/2017**

## **Special Notice**

This is a temporary position limited to 364 days, further extension of the assignment is subject to exceptional approval up to 729 days only. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

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:**

The United Nations Support Office in Somalia (UNSOS) provides logistic support to AMISOM, UNSOM, the Somali National Army (SNA) and other agencies. This position is located in the UNSOS Budget and Finance Section which is directly under the Office of the Deputy Director. The mission's Budget and Finance Section provides effective and efficient budget and financial management support to UNSOS, UNSOM, SESG and SEMG. The mission also provides support to the following trust funds: The Trust Fund for AMISOM and SNA, the Trust Fund for UNSOM, and the SESG-GL Trust Fund. The position is located in Nairobi. The incumbent reports to Chief Budget Finance Officer.

## **Responsibilities;**

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

**Budget-** Provides support with respect to the review, analyses, and preparation of the medium-term plan and its revisions. - Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost in the elaboration of resource requirements for budget submissions. – Undertakes research and provides support to higher-level Finance and Budget Officers with respect to budget review of relevant intergovernmental and expert bodies. – Monitors expenditures and compares with approved budget; prepares adjustments as necessary. – Review requisitions for goods and funds to ensure a) correct objects of expenditure have been charged, and b) availability of performance reports, analysing variances between approved budgets and actual expenditures. – Monitors integrity of various financial databases. – Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued. – Coordinates with other finance and budget staff as well as clients' focal points on related issues during the preparation of budget reports, including the mission's staff and non-staff cost estimates, the status of allotments and projected expenditure reports.

**Finance** – Reviews and analyses receivables, payables and all open items for corrective actions. - Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services received, for payment of vendor invoices, staff entitlements, travel claims to ensure conformity and adherence to applicable United Nations policies, such as staff rules, financial regulations and rules, ST/AI issuances and practices, IPSAS policy framework; communicates discrepancies to supervisor. Prepares disbursements or releases payments by check, cash, wire transfer; assists with exception payment for corrective actions. Prepares cash-flow replenishments, maintains records of incoming and outgoing in cashier's imprest account; monitors cheque stock and cash receipt for replenishments. Assists,

**Claims:** - Reviews, analyses and prepares payments to third-parties, commercial entities, with respect to settlement of certified death and disability, contingent-owned equipment, stores, pay and allowances, and letters of assist claims.

**General:** - Keeps up to date on documents/reports/guidelines that have a bearing on matters related to the mission's operations, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures. – Drafts or prepares correspondence to respond to enquiries in respect to relevant financial and budget matters. – Maintain and keep up-to-date files. – May be responsible for providing guidance, training and daily supervision to other general service staff in the area of responsibility. – Performs other related duties, as assigned by supervisor.

### **Competencies**

**Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, payment and claim functions. Ability to identify and resolve data discrepancies and operational problems. 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 concern's shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**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 adjust plans and actions as necessary; uses time efficiently.

**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.

### **Qualifications**

**Education:** High school diploma or equivalent is required.

**Experience:** A minimum of five (5) years of progressively responsible experience in in finance, budget, accounting, administrative services and at least three years of budget and finance in an international organization environment. UN administrative electronic tools, such as Umoja is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (both oral and written) is required. Knowledge of other UN language is an advantage.

**Assessment Method**

Qualified candidates will undergo a 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 **06 April 2017** will not be accepted. **CVs will not be accepted.**

**Email:** [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

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).