



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>22 SEPTEMBER 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>23 AUGUST 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>FINANCE AND BUDGET OFFICER</b>
<b>LEVEL:</b>	<b>NO-C</b>
<b>SECTIONS UNIT:</b>	<b>FINANCE AND BUDGET SECTION</b>
<b>LOCATION:</b>	<b>NAIROBI</b>
<b>DURATION OF CONTRACT:</b>	<b>ONE (1) YEAR FIXED TERM</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UN SOS/FIN/053/2016</b>

### Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. 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 position is located in Nairobi. The incumbent reports to Chief, Budget and Finance.

### Responsibilities;

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

- Prepare cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects; review, analyse and revise data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Provide support and guidance to programme/fund centre managers (Substantive and Support Sections) with respect to the elaboration of resource requirements for budget submissions.
- Administer and monitor extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Administrate the mission's allotments in accordance with the established procedures including redeployment/reallocation of funds.
- Ensure the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget and timely provision of information to Mission management for decision making; Provide support and guidance to fund centre/programme managers on budget implementation and corrective actions where necessary.
- Prepare the budget performance report of the mission and ensure that correct and accurate data and information are provided by the various programme /fund centre managers in compliance with the Controller's instructions. Review and finalise the performance reports ensuring valid and adequate variance explanations between approved budgets and actual expenditures.
- Analyzes complex/unusual accounting transactions and open items in the accounting system and implement corrective actions.

- Reviews and reconciles various clearing accounts, investigate erroneous/invalid entries and take appropriate corrective accounting action.
- Processes incoming/outgoing interoffice vouchers (IOVs), interoffice billings (IOBs) and intermission billings (IMBs) from/to HQs, agencies, funds, programs and other field missions.
- Advise and ensure that only valid year-end budget commitments confirming with established procedures are valid for carrying forward.
- Reviews and verifies that appropriate relevant supporting documents have been provided for the processing of payments for goods and services received.
- Prepares staff members' entitlements including, claims, danger pay, daily subsistence allowance, mission subsistence allowance, 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, IPSAS policy framework etc.
- Prepare year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by national staff.
- Supervises the disbursement of payments and monitor house bank account balances and transaction.
- Manages cash flow requirements of the mission; Verifies imprest documentation and prepare imprest statements.
- Prepares bank reconciliations for the Mission house banks.
- Act as a Certifying Officer under Financial Rule 105.5 or Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.
- 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 supervision/guidance of the Chief Finance and Budget Officer.
- In the absence of a Chief Finance and Budget officer, oversee the daily operation of the Office.

### **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 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.

**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.

**Communication:** Speaks and writes clearly and effectively; listens to others and correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

## **Qualifications**

**Education:** An advanced university degree (Master's degree or equivalent) in business administration, finance, or in a related area. A first-level university degree with in combination two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** At least five (05) years of progressively responsible experience in finance, administration, budget, business administration or related area. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) – or similar international organisation or non-governmental organisation – in a conflict or post-conflict setting is desirable.

**Language:**

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written)

**Assessment:**

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

**Other:**

Experience in UN peacekeeping or other field operations in the area of budget or finance. Knowledge of ERP is desirable.

**Additional Information:**

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

**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 **22 September 2016** will not be accepted. **CVs will not be accepted.**

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