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## JOB POSTING DETAILS

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Posting Title:	<b>Finance and Budget Assistant, GL-5</b>
Opening Number:	<b>OSESGY-2017-NJO-012 (Amman)</b>
Department/Office:	<b>Office of the Special Envoy of the Secretary-General for Yemen</b>
Location:	<b>Amman, Jordan</b>
Type of Contract:	<b>Temporary Appointment</b>
Duration of Contract:	<b>Up to 31 December 2017</b>
Posting period:	<b>Two (2) Weeks</b>

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### Special Notices:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org).

This Temporary Job Opening is *for an initial period of six (6 months)*. Any extension of assignment / appointment is subject to extension of the mission's mandate and funding of the position.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

## **Org. Setting and Reporting:**

This position is located in the Finance and Budget Section of the Office of the Special Envoy of the Secretary-General to Yemen (OESG-Yemen). The Finance and Budget Assistant will be based in Amman, and will report to the Chief, Finance and Budget Officer.

## **Responsibilities:**

The Finance and Budget Assistant provides accurate and timely support to the development of budget proposals and administration of approved budget, processing and disbursement of payments to staff members and vendors, accurate recording of financial transactions and preparation of bank reconciliations.

Within the delegated authority, the incumbent will be responsible for performing the following duties:

- Assists with the computation of staff and non-staff members entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments;
- Assists with the processing of cost recoveries for both Internal and external customers;
- Assists in the review and analysis of 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 payments of staff entitlements, travel claims, agencies etc. to ensure conformity and adherence to applicable United Nations policies such as staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework; communicates discrepancies to supervisors;
- Assists with the disbursement and release payments by cheques, cash or wire transfer; assist with exception payments for corrective actions;
- Assists with the preparation of cash flow replenishments; maintains the records of incoming and outgoing cash in the cashiers imprest account; monitors cheque stock and cash receipt for replenishments;
- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; Assists supervisors in the elaboration of resource requirements for budget submissions;
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures;
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures;
- Assists and process the missions redeployment of fund requests in accordance with the established procedures;
- Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels;

- Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid;
- Responds to queries from staff members and vendors.
- Drafts routine correspondence.
- Performs other duties as assigned.

### **Competencies:**

**Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment; Ability to maintain accurate records, review and interpret a wide variety of data; 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 concerns; 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.

**Communication:** Speaks and writes clearly and effectively; Listens to others, 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise, is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Education:**

A high school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, Budget or related fields is also a requirement.

### **Work Experience:**

A minimum of five (5) years of experience within the United Nations system in accounting, budgeting and financial management or related area. Experience in Umoja (SAP) or similar enterprise resource planning system is required. Proficiency in MS Office is required.

### **Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (both oral and written) is required. Knowledge of Arabic is desirable.

**Assessment Method:**

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

**United Nations Considerations:**

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**No Fee:**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.