



## TRUCE SUPERVISION ORGANIZATION

## JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	17/020
DEADLINE FOR APPLICATION:	15 July 2017
DATE OF ISSUANCE:	16 June 2017
POST TITLE:	Finance Officer
POST LEVEL:	NO-C
POST NUMBERS:	30912142
SECTION:	Finance & Budget Section
DUTY STATION:	Jerusalem

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

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### Responsibilities

Reporting directly to the Chief, Finance and Budget Section, the Chief of the Disbursement Unit will be responsible to oversee and coordinate the financial operations of the Unit which include the accurate and timely settlement of obligations to UNTSO/UNSCO civilian and military personnel, vendors, third parties and other UN agencies. The incumbent will be responsible but not limited to the following duties:

- **Payroll** – Liaise with Human Resources Section in regard to financial entitlement of individual uniformed personnel during their deployment on tour of duty in UNTSO mission area. Oversees the process of check-in check-out clearness for individual uniformed personnel including the review process for their outstanding debts due for recovery. Monitors travel claims for individual uniformed personnel for their initial and repatriation travel related claims as well as travel within mission area; including the reimbursement of medical expenses for Individual uniformed personnel. Coordinate with Kuwait & UNHQ, New York payroll offices for regular monthly submission of AP upload files related to all receivables and recoveries including liberty mileage and private telephone charges for national staff and individual uniformed personnel.
- **Disbursements/Claims** – Coordinates and supervises the timely and accurate processing and settlement of vendor's invoices, payments to UN agencies, individual contractors/consultants fees, travel claims of civilian/military personnel, payments of travel advances and reimbursement of petty cash funds and medical expenses.
- **Internal control** – Manages and improves the procedures and controls in relations to the timely processing and settlement of obligations ensuring accurate and complete accounting, in line with the internal control mechanisms; Provides information needed to respond to audit findings; Initiate corrective action in response to audits and put in place effective control mechanisms to avoid recurrence of audit findings/recommendations.
- **Performance and resource management** – Manages the staff of the Disbursement Unit in prioritizing, planning and assigning responsibilities, developing and maintaining needed expertise and knowledge and identifying opportunities for improvements; Identifies staff development needs and encourages staff participation in development and learning activities; Monitors and supervises staff of the Unit and provides objective staff performance appraisal reports; Participates in staff selection and staffing arrangements; Participates in meetings representing the Unit and/or Section; Organize team/unit meeting to exchange information, updates staff and agrees on action plans particularly in areas for improvement.
- **Acts as Approving Officer** – Within the delegation of authority granted by the UN Controller, approves payments appropriate to the operation of UNTSO and UNSCO in accordance with UN financial Rules and Regulations ensuring that expenditures are made based on proper authorizations and supported by legitimate and sufficient documentation. Ensures that the use of cash advances is made for the purpose for which the advances are authorized in accordance with UN financial rules.
- In line with the International Public Sector Accounting Standards (IPSAS) actively participate in the preparation of UNTSO/UNSCO financial reports.
- **Other duties** – Performs other related duties as assigned including preparation of special reports and acting as OIC of the Section as and when required and acts as required as member of formal oversight and decision making bodies

established in the mission including the Local Committee on Contracts, Local Property Survey Board, Local Salary Survey Committee and Tender Opening Committee.

## Competencies

**Professionalism** – Has knowledge and understanding of theories, concepts and approaches relevant to financial resources management. Has knowledge of finance and budget policies, practices and procedures and ability to apply them in an organizational setting. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able to conduct data collection using various methods. Has a conceptual, analytical and evaluative skill to conduct independent research and analysis. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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 of assignments. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Uses time efficiently. **Client Orientation** - Considers all those to whom services are provided as "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 client.

## Managerial Competencies

**Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports staff when they make mistakes. Actively supports the development and career aspiration of staff. Appraises performance fairly. **Empowering Others** – Delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work. Encourages others to set challenging goals. Holds others accountable for achieving results related to their area of responsibility. Genuinely values all staff members' input and expertise.

## Education

Advanced university degree (Master's degree or equivalent) in accounting, business administration, banking, finance or a recognized qualification in Accountancy. First level university degree with a combination of relevant academic qualifications and extensive experience in accounting, budget or finance may be accepted in lieu of the advanced university degree.

## Work Experience

A minimum of 5 years of progressively responsible experience in finance, budget, administration, business administration or related area. One year experience working with ERP system such as SAP is required. Experience with the United Nations common system or international organization is highly desirable. (The minimum years or relevant work experience is increased to 7 years from 5 years if in possession of a first level university degree only.)

## Languages

Fluency in spoken and written English is required; working knowledge of spoken and written Arabic & Hebrew is essential.

## Other Skills

A valid driver's license in Jerusalem is required (**please attach a copy of driver's license at the time of application**). Knowledge of International Public Sector Accounting System (IPSAS) is desirable. Managerial and supervisory skills are an essential requirement.

## Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

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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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

**SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

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

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**\*APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED\***

**How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:**

All applicants are strongly encouraged to apply online.

When you visit the UNTSO Website, <http://untsso.unmissions.org>, go to the UNTSO Job Vacancies page where all available vacancies will be listed in the webpage.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: [untsso\\_staffing@un.org](mailto:untsso_staffing@un.org).
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge. Additionally, you are encouraged to fill all of the fields to best convey your personal ambitions.
4. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.

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### At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

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**Applications should be addressed to: Chief Human Resources Officer, UNTSO**  
**Email: [untsso\\_staffing@un.org](mailto:untsso_staffing@un.org)**

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