

**TRUCE SUPERVISION ORGANIZATION****POST SPECIFIC JOB OPENING (PSJO) – INTERNAL/EXTERNAL**

<b>VACANCY NUMBER:</b>	<b>23/019</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>13 June 2023</b>
<b>DATE OF ISSUANCE:</b>	<b>31 May 2023</b>
<b>POST TITLE:</b>	<b>Senior Finance and Budget Assistant</b>
<b>POST LEVEL:</b>	<b>GS-7</b>
<b>POST NUMBERS:</b>	<b>30907872</b>
<b>SECTION/UNIT:</b>	<b>Finance and Budget</b>
<b>DUTY STATION:</b>	<b>Jerusalem</b>

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

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**QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

*UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.*

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**Responsibilities**

Within delegated authority and under the general supervision of the Chief, Finance and Budget, the Senior Finance and Budget Assistant performs the following duties:

**Strategic Resourcing and Stewardship** (in coordination with the Budget Unit):

- Provides expert assistance in the preparation, development and finalization of the mission's annual work programme and budget.
- Assists Fund Center Managers in the elaboration of resource requirements for budget submissions.
- Monitors budget implementation/expenditures with approve budget to ensure they remain within authorized levels; analyze discrepancies for supervisor's attention and/or corrective actions.
- Processes the mission's redeployment of fund requests in accordance with established procedures.
- Maintains specific data and statistical information products under budget and finance and assists Chief Budget and Finance Officer in providing budget and finance data and statistical information to mission leadership.
- Collects data from relevant databases and prepares customized budget and financial reports related to budget performance as well as for use to answer budgetary questions raised by the CPC, ACABQ and 5<sup>th</sup> Committee.
- Drafts correspondences, memorandum, and summary reports on budget and finance related matters or other activities as appropriate.
- Participates and provides inputs in the review and finalization of the mission's annual acquisition plan.

**Performance monitoring**

- Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts and mission leadership on financial resourcing and stewardship and organizational performance of the mission, in line with mission priorities.

**General Administration:**

- Coordinates the reviews of BTAD management dashboard for tracking and compliance of finance and budget Key Performance Indicators (KPIs).
- Monitors accounts and payments to vendors and individual contractors for services including the management and distribution of all incoming vendors invoices, claims and payment requests.
- Coordinates activities related to the preparations of the Office annual reports, work plans as well as reviews and revisions to LOU/MOUs requiring Office participation.

- Manage administrative requirements of the Office as required including organizing and coordination of meetings as well as in the preparation of minutes of meetings.

### **Other duties:**

- Acts as the Office focal point on audit matters, training activities, monitoring of the progress of staff work performance appraisal, attendance monitoring, records management, and SharePoint.
- Acts as Certifying or Approving Officer, as designated.
- Provides guidance, training, and supervision as required to other general service staff of the Office.
- Performs any other duties as may be required.

### **Competencies**

**Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyze and format data across the full range of finance and budget functions, including programme development and database management, claims and treasury operations. 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.

**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.

**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.

**Client Orientation:** Considers all those to whom services are provided to be "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.

### **Education**

A high school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, budget, and business administration or related fields is a requirement. A diploma in International Public Financial Management or its equivalent from CIPFA or other internationally recognized Public Finance or Accountancy Institutes is desirable.

### **Work Experience**

At least ten (10) years' work experience in International Organizations or in the private sector in accounting, budgeting and financial management or related area is required. Experience working with IPSAS or other public accounting standards is desirable.

### **Languages**

Fluency in English (written and oral) is required; Working knowledge of Arabic and Hebrew (read, speak and understand) is required. **NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in read, speak and understand.**

### **Other Skills**

Experience in the usage of computers and office software packages (MS Word, Excel, etc..) is required. Five years of supervisory experience is required; Working knowledge of an ERP/SAP system is desirable, preferably in the area of budget management. Possession of a valid national driver's license is desirable.

### **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**

- APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED
  - ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED
  - ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT
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#### How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

The UNTSO Jobs page, <https://untso.unmissions.org/untso-jobs>, will include all Job Openings.

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: [untso\\_staffing@un.org](mailto:untso_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.
  4. Submit a written cover-page application in addition to your completed and signed Personal History form.
  5. 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.
  6. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
  7. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
  8. For **internal candidates:** Ensure that your application is scanned [untso\\_staffing@un.org](mailto:untso_staffing@un.org) from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
  9. For **internal candidates and UN staff from agencies:** Attach your latest two Performance Reports.
  10. For **external candidates:** Attach your latest two performance appraisal reports if applicable.
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#### United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence, and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural, and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

**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.**

#### 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 "behavioural interviews" or "criterion-based interviews." Such interviews are based on the concept that past behaviour 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 <https://careers.un.org>

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