

**TRUCE SUPERVISION ORGANIZATION****JOB OPENING – INTERNAL / EXTERNAL**

VACANCY NUMBER:	17/018a
DEADLINE FOR APPLICATION:	27 February 2018
DATE OF ISSUANCE:	13 February 2018
POST TITLE:	Finance Assistant
POST LEVEL:	GS-5
POST NUMBERS:	30912092 & Roster
SECTION:	Finance & Budget Section
DUTY STATION:	Jerusalem

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

Responsibilities

Under the direction and supervision of the Chief, Finance and Budget Section (CFBO), the incumbent performs a wide range of office support and administrative functions for the Section and ensures implementation of operational strategies focusing on achievement of results in full compliance with the standard operating procedures, UN Rules and Regulations, Field Finance and Administrative Procedures Guidelines and UNHQ issued guidelines and procedures as follows:

1. Financial Functions - Medical Insurance Plan (MIP):

- Reviews and updates MIP participants' coverage on the MIP application database taking into account changes in salary scales/pension wages and medical ceilings required for billing and reimbursements of medical expenses.
- Records the After Service Health Insurance (ASHI) premiums as receivables from participants (Retirees) in Umoja/ SAP system and issue quarterly invoices to them using the MIP database and regularly follow-up on late settlement of premiums.
- Disseminates new information related to financial issues, updated policies, changes to MIP rules and regulations to both UNTSO & UNSCO active staff member and ASHI participants.

2. Financial Records Management:

- Manages, maintains and updates the Section online SharePoint site (COSMOS) by uploading data, saving, backing-up files and general maintenance of information contained therein.
- Maintains the Section's vital accounting documents and financial related records (both hardcopies and electronic versions) and archive the same in accordance with UNARMS retention Schedule.
- Maintains files of UN rules, regulations, administrative instructions and other related financial documentation.

3. Finance related administrative duties:

- Responds to routine Finance related correspondence and other communications; uses standard MS office applications to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with organizational requirements;
- Draft routine Finance related correspondence including facsimiles, memoranda and reports.
- Proofreads documents and edits texts, numerical figures/amounts for accuracy and adherence to established standards for format.
- Tracks and records all incoming Finance Section mail including invoices/payment/travel claims and personnel staff charges/reimbursements requests received in the Section and distributes them to the concerned staff members.
- Maintains the Section calendar/schedules and assist with day-to-day meetings through participation in discussion of office matters and prepares the meeting's agenda and minutes and distributes them as necessary.

- Manages, maintains and updates Certifying / Approving Officers, and list of Petty Cash Custodians as well as to provide officers/custodians their user roles in the Umoja system.
- Maintains records time and attendance of the Section staff ensuring that both schedule and unscheduled leave is appropriately updated in FSS/ ESS and signed-off on at each month-end.
- Prepares Finance and Budget Section annual projected leave plan in consultation with all staff members of the Section for review and approval of CFBO including monitoring its implementation.
- Maintains and revises Section's organizational staffing tables in line with the directives on post management.
- Initiates requests for travel related to training, official business or field visits of staff of the Section including processing of required clearances/approvals.
- Coordinates the administration of the section's human resources activities, (i.e.: recruitment, placement, promotion, job classification reviews and separation of staff).

4. Acts as Section's Focal point:

- Audit matters- Coordinates in a timely manner responses to audit matters issued by the UN oversight bodies (BOA and OIOS) under the Section's responsibility including the monitoring, tracking ageing and status updating on the implementation of audit recommendation.
- Information/Records Management/ Archiving and SharePoint (COSMOS) database – Coordinated the Section's flow of information and records including archiving with the Mission's IMU Unit.
- Reporting – Coordinates activities on the preparations of the Section's annual report, biennium budgets and yearly works plans.
- Staff Work Performance Appraisal – Coordinates activities related to the administration of staff's e-performance.
- Training activities – Administers the training needs of the Section including the enrollment of staff to training programmes and follow-ups on the submission of certificates as proof of completion.

5. Others:

- Provides advice and guidance to Finance staff with respect to administrative procedures, processes and practices.
- Assists in the submission of the Mission's VAT refund claims to the relevant VAT Authority in Jerusalem/Ramallah.
- Responsible for stationary monitoring stock for stationary, office supplies and equipment including proper safekeeping of all these items.
- Performs other duties as 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. 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. **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. **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 problems; keeps clients informed of progress or setbacks in projects; meets timeline or delivery of products and services to client.

Education

High school diploma (or equivalent) and a Certificate in Accounting is required.

Work Experience

At least five (5) years of experience in finance and other related financial administrative duties. At least two (2) years of work experience with international organizations, preferably in the United Nations is desirable.

Languages

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

Other Skills

Good interpersonal skills; Ability to work with people of diverse backgrounds is essential. A valid driver's license in Jerusalem is required (**please attach a copy of driver's license at the time of application**). Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required. Experience working with an ERP/SAP system is highly desirable.

Assessment Method

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

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.

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://untso.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: 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. 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.

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](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org
