



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	22/008
DEADLINE FOR APPLICATION:	20 November 2022 (23:59 Duty Station Local Time)
DATE OF ISSUANCE:	21 October 2022
POST TITLE:	Finance & Budget Assistant
POST LEVEL:	G-5
POST NUMBERS:	30912092
SECTION:	Finance & Budget Section
DUTY STATION:	Jerusalem

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

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.

Responsibilities

Under the direct supervision of the Chief, Disbursements Unit, and overall guidance of the Chief, Finance and Budget Section, the incumbent will perform the following functions:

1. Ensures implementation of operational strategies focusing on achievement of the following results:
 - Full compliance of financial processes and financial records with UN rules and regulations, policies and strategies.
 - Input to the business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.
2. Provides accounting support to the Vendor sub-unit focusing on achievement of the following results:
 - Prepare timely and accurate payments to vendors i.e. suppliers, contractors, landlords, travel and shipping agents, and UN Agencies, according to the established service level agreements through Umoja ERP system.
 - Prepare replenishments of petty cash funds to designated petty cash custodians/alternate custodians.
 - Ensure correctness and validity of payments in term of compliance to relevant policies & procedures, proper authorization, sufficient supporting documents e.g. receipts, invoices, signed contracts/ agreements, and with proper account coding.
 - Where required, properly calculate, and allocate shared operating expenses to applicable UN missions and Agencies.
 - Take corrective actions on payment problems by analyzing problem, liaising with requester, budget owner, Local Process Experts (LPEs) and other related parties as appropriate.
 - Monitor and follow up on actual invoices for timely clearance of outstanding advances and release of retention bonds.
 - Advise vendors, procurement, SAU, R&I on any missing documentation or anomalies that may delay payment; Make close follow up to obtain missing documentation; Maintain record of pending issues, update case files weekly; Respond to queries from Vendors; Measure performance against established KPI's vendor open items monthly.
 - Prepare journal vouchers for corrections/adjustments when required.
 - Reviews the Vendors Goods Receipts/Invoice Receipts (GR/IR) accounts and follow up on non-receipt of invoices to ensure timely settlement.

- Act as back-up in preparing monthly payroll submission of AP upload files to Kuwait Joint Support Office (KJSO), and UNHQ, New York payroll offices related to all Payables/receivables including recoveries of liberty mileage, private telephone charges for UNTSO/UNSCO civilian personnel and UNTSO Individual Uniform Personnel (IUP).
 - Run system queries/reports to obtain relevant work data/statistics.
 - Maintenance of a proper filing system for all invoices with proper segregation of Palestinian original invoices/printouts of Israeli VAT refundable invoices for monthly VAT submissions.
3. Supports knowledge building and knowledge sharing focusing on achievement of the following results:
- Participation in the finance related trainings particularly on International Public-Sector Accounting Standards (IPSAS) and Umoja ERP system.
 - Contribution and sharing of knowledge with team, knowledge networks and communities of practice.
4. Other tasks as assigned.

Competencies

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyses 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.

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.

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.

Education

High school diploma or equivalent. Technical or vocational certificate in accounting, finance, budget or related fields is required. A first level certificate 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 five (5) years of progressively responsible experience in the field of accounting and finance is required. Experience working with IPSAS or other public accounting standards is desirable. At least (2) years' experience in an international organization is highly 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 two of the four areas.

Other Skills

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

- 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
 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 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 work performance appraisal reports .
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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.

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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>

Applications should be addressed to:

Chief Human Resources Officer
Email: untso_staffing@un.org