

UNITED NATIONS



NATIONS UNIES

TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	21/014
DEADLINE FOR APPLICATION:	23 September 2021
DATE OF ISSUANCE:	24 August 2021
POST TITLE:	Finance Officer/Chief, Disbursements Unit
POST LEVEL:	NO-C
POST NUMBERS:	30912142
SECTION:	Finance & Budget Section
DUTY STATION:	Jerusalem

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

Responsibilities

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

- **Disbursements/Claims** – Coordinates and supervises the timely and accurate processing and settlement of vendors' invoices, payments to UN agencies, individual contractors/consultants' fees, non-travel related claims, reimbursements of petty cash funds and medical expenses for individual uniformed personnel and national staff. Prepares data analysis and management reports pertaining to settlements for planning and decision-making purposes and to improve on service delivery.
- **Payroll** – Coordinates the payroll activities with KJSO, Kuwait & UNHQ, New York payroll offices for regular monthly submission of AP upload files related to all payables/receivables pertaining to the recoveries of liberty mileage and private telephone charges for UNSCO civilian and UNTSO military and civilian personnel. Oversees the process of check-in/check-out clearing process for UNSCO civilian and UNTSO military and civilian personnel including the review for their outstanding debts for recovery against final pay and the release of withheld amounts from military personnel.
- **Acts as Approving Officer** – Within the delegation of authority granted by the Head of Entity, 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.
- **Internal control** – Manages and improves the procedures and controls in relations to the timely processing and settlement of obligations ensuring accurate and complete accounting that are in line with the internal control mechanisms. Provides information needed to respond to audit findings. Initiate corrective action in response to audits and puts in place effective control mechanisms to avoid recurrence of audit findings/recommendations.
- **Risk Management** – Maintains and updates the internal control matrix in relation to the implementation of key controls within the Unit's core processes. Monitors the Section's success in mitigating accounts payable risk elements and works with the Section and the Missions' key stakeholders involved in the end-to-end processes to promote accountability, strengthened internal controls and improved risk mitigation in harmonization of best practices and lessons learned. Provide the CFBO with a reviewed quarterly matrix that may include updated or new controls and processes with remediation plan(s) for deficiencies in controls.

- **Performance and resource management** – Manages the staff of the Disbursements 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. Organizes team/unit meetings to exchange information, updates staff and agrees on action plans particularly in areas for improvement.
- **IPSAS financial reporting** - In line with the International Public-Sector Accounting Standards (IPSAS) actively participates in activities required for the preparation of UNTSO/UNSCO financial reports.
- **Other duties** – Performs other related duties as required such as prepares special reports, acts as OIC of the Section as and when required and serves 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:** Knowledge and understanding of theories, concepts and approaches relevant to financial resources management. Knowledge of finance and budget policies, practices and procedures and ability to apply them in an organizational setting. Able to identify issues, analyze and participate in the resolution of issues/problems. Able to conduct data collection using various methods. Has a conceptual, analytical and evaluative skill to conduct independent research and analysis. 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 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.
- **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.

Education: Advanced university degree (Master’s degree or equivalent) in business administration, Finance, Accounting or related area. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. 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: A minimum of (5) years of progressively responsible experience in the field of finance, accounting or auditing. At least two years’ experience with the United Nations common system or another international organization is highly desirable. Two-years of experience in the use of Enterprise Resource Planning (ERP) system and business intelligence tools are required. (The minimum years or relevant work experience is increased from (5) to (7) years for candidates in possession of only a first-level university degree).

Languages: Fluency in spoken and written English is required. Fluency in the local languages (both Arabic & Hebrew) is required.

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 Standards (IPSAS) is desirable. Relevant experience including leadership and management experience in supervising dynamic teams in a diverse multinational and multicultural environment is required.

Assessment Method

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

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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

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

- ✓ To start the application process, applicants must download a [Personal History "P.11" form](#). **Note: Any other form of application will not be accepted**
 - ✓ Once the download is finished, complete and save your Personal History Form (P.11) and then e-mail it to the following e-mail address: untso_staffing@un.org
 - ✓ All fields in the P11 form must be completed accurately to the best of your knowledge
 - ✓ Submit a written cover-page application in addition to your completed and signed P.11 form
 - ✓ Indicate the Job Opening (JO) number in the subject heading of your email application. Applications that do not comply to this standard will not be validated
 - ✓ Your application will be screened and evaluated against the requirements as specified in the Job Opening (JO) and your name may be put forward for that specific JO only
 - ✓ In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
 - ✓ For [internal candidates and UN staff from agencies](#): Attach your latest two Performance Reports
 - ✓ 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.

More information on competency-based interviews at <https://careers.un.org>

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