

UNITED NATIONS



NATIONS UNIES

## TRUCE SUPERVISION ORGANIZATION

### TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/019
DEADLINE FOR APPLICATION:	02 July 2018
DATE OF ISSUANCE:	19 June 2018
POST TITLE:	Finance Officer (Chief of Disbursements Unit)
POST LEVEL:	NO-C
POST NUMBERS:	30912142
SECTION:	Financial Resourcing & Performance 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, Financial Resourcing & Performance Section, the Chief of the Disbursements Unit will be responsible to oversee and coordinate the financial operations of the Unit which include risk management, 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:

- **Risk Management** – Maintains and updates the Mission's Risk Register in relation to the implementation of key aspects of the Mission's mandate. Monitors the Mission's success in managing risk elements (strategic, operational and financial) and works with the Mission's stakeholders to promote accountability, strengthened internal controls and improved risk mitigation in harmonization with best practices and lessons learned. Provide the Chief, Financial Resourcing & Performance Section with monthly and quarterly reporting on risk management and compliance activities across the mission and hold quarterly meetings with all stakeholders.
- **Payroll** – Coordinate with KJSO, Kuwait & UNHQ, New York payroll offices for regular monthly submission of AP upload files related to all payables/receivables including 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 process for their outstanding debts due for recovery.
- **Disbursements/Claims** – Coordinates and supervises the timely and accurate processing and settlement of vendor's 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
- **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 meetings 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:** 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. **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 business administration, Finance or Accounting. First level university degree in business administration with a combination of relevant academic qualifications and progressively responsible experience in finance, auditing or accounting may be accepted in lieu of the advanced university degree.

## Work Experience

A minimum of 5 years of progressively responsible experience in the field of finance, auditing or accounting. At least two years' experience with the United Nations common system or international organization is highly desirable. One-year experience working with an ERP system such as SAP is required. (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. Fluency in the local languages (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 System (IPSAS) is desirable. Relevant experience including leadership and management experience in supervising staff in a diverse multinational and multicultural environment is desirable.

## Assessment Method

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

## Special Notice

The temporary position is intended to fill the functions for a short-term duration with a possibility of extension subject to the availability of the position. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary assignment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days. This post is open to Israeli and Palestinian nationals only.

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:**

Only applications submitted online will be considered.

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. 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.
6. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
7. For **internal candidates**: Ensure that your application is scanned to [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.

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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: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)**

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