



## TRUCE SUPERVISION ORGANIZATION

## TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	19/003
DEADLINE FOR APPLICATION:	23 January 2019
DATE OF ISSUANCE:	16 January 2019
POST TITLE:	Finance & Budget Assistant (Vendors)
POST LEVEL:	G-4
POST NUMBERS:	30907872
SECTION:	Finance & Budget Section
DUTY STATION:	Jerusalem

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

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### 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. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. 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.

### 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:

- 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.
- 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 agencies, and UN Agencies, according to the established service level agreement through Umoja ERP system;
  - Prepare replenishment of petty cash funds to approved petty cash custodians/alternate custodians.
  - Ensure correctness and validity of payment in term of compliance to relevant policies & procedures, proper authorization, sufficient supporting documents e.g. receipts, invoices, signed 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, system Local Process Expert (LPE) other related parties as appropriate;
  - Monitor and follow up for timely settlements of outstanding advances, retention bonds.
  - For new vendors, verify correctness & completeness of vendor data registered in the system by Procurement Section, especially vendors' bank information;
  - Handle vendors' inquiries relating to payments;
  - Prepare journal vouchers for corrections/adjustments when required;
  - Forecast monthly fund required for payments under responsibilities as input for cash management;
  - Reviews the Vendors Goods Receipts/Invoice Receipts (GR/IR) accounts and follow up on the taxes refund.
  - Run system queries/reports to obtain relevant work data/statistics;
  - Maintenance of the proper filing system for finance records and documents.
- 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 System (IPSAS) and Umoja ERP system;
  - Contribution and Sharing of knowledge with team, knowledge networks and communities of practice.
- 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, analyse 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. **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. Technical or vocational certificate in accounting, finance, budget or related fields is a requirement.

## Work Experience

At least three (3) 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.

## Languages

Fluency in English is required; working knowledge of Arabic and/or Hebrew (read, speak and understand) is highly desirable.

## Other Skills

A valid driver's license in Jerusalem is required (**attach a copy of your license**). 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.

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## United Nations Considerations

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**

***Only applications submitted online will be considered.***

### **How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:**

The UNTSO Jobs page, <https://untsso.unmissions.org/untsso-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: [untsso\\_staffing@un.org](mailto:untsso_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 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.
  9. For **internal candidates and UN staff from agencies**: Attach your latest two ePerformance Reports.
  10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.
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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](#).

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

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