



JOB OPENING

Functional Title & Level:	Finance and Budget Assistant (GS-5)
Org. Unit:	Budget and Finance, Operations & Resource Management
Duty Station:	Port-au-Prince
Posting Period:	11-13 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-034

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Finance and Budget Assistant (GS-5)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Finance and Budget Assistant (GS-5)** usually reports to a Budget and Finance Officer or to the head of Section/Unit.

Responsibilities:

Within delegated authority, the Finance and Budget Assistant will be responsible for the following:

- Assists with the computation of staff and non-staff member's entitlements including claims, danger pay, daily subsistence allowance, mission subsistence allowance, voluntary living allowance and any other allowances for payments.
- Assists with the processing of incoming/outgoing interoffice vouchers (IOVs), interoffice billings (IOBs) and intermission billings (IMBs) from/to HQs, agencies, funds, programs and other field missions.
- Assists in the processing of bank reconciliation on a daily basis.
- Assists in the review and analysis of receivables, payables and all open items for corrective actions.
- Verifies that relevant supporting documents have been provided and certified by a duly designated certifying officer for goods and services received, for payments of staff entitlements, travel claims, agencies etc. to ensure conformity and adherence to applicable United Nations policies such as staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework; communicates discrepancies to supervisors.
- Assists with the disbursement and release payments by cheques, cash or wire transfer; assist with exception payments for corrective actions.
- Assists with the preparation of cash flow replenishments; maintains the records of incoming and outgoing cash in the cashier's imprest account; monitors cheque stock and cash receipt for replenishments.
- Assists, reviews and prepares year-end reports for the United Nations Joint Staff Pension Fund (UNJSPF) on all pension contributions made by locally-recruited staff.
- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; Assists supervisors in the elaboration of resource requirements for budget submissions.
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Assists and process the mission's redeployment of fund requests in accordance with the established procedures.
- Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels.
- Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid;
- Performs other duties as assigned.

Competencies

- **Professionalism:** Shows pride in work and 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 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.

Education

High school diploma or equivalent. Technical or vocational certificate in accounting, finance, Budget or related fields is a requirement.

Work Experience

A minimum of five (5) years of experience within the United Nations system or in the private sector in accounting, budgeting and financial management or related area.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English and French, (both oral and written) is required. Knowledge of other United Nations official languages is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.