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# MINUSTAH TEMPORARY JOB OPENING

## Internal / External

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<b>Job Title &amp; Level:</b>	<b>Programme Management Assistant, GL-5</b>
<b>Department/Office:</b>	<b>Community Violence Reduction / Finance Unit</b>
<b>Location:</b>	<b>Port-au-Prince, HAITI</b>
<b>Posting Period:</b>	<b>11 – 17 January 2017</b>
<b>VACANCY ANNOUNCEMENT:</b>	<b>MINUSTAH-TJO-2017-N001</b>

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**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

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### **Special Notice**

The United Nations Stabilization MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records to Recruitment & Career Development Unit (RCDU) via email at [minustah-recruitment@un.org](mailto:minustah-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/recrutement>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

### **Organization Setting**

This position is located within the office of the Community Violence Reduction of the United Mission for the Stabilization in PAP, Haiti. The incumbent of this post will be under the supervision of the Administrative and Finance Officer and the overall supervision of the Chief of the Community Violence Reduction section. The CVR Programme Management Assistant will be responsible for:

### **Main Responsibilities**

Within the context of the Community Violence Reduction section, the Programme Management Assistant within the CVR Finance Unit will support the CVR section. He/She will be responsible for the following activities in an accountable and transparent manner:

- Assists in the coordination of programme/project planning and preparation work for, typically, a medium-size and complex component of the departmental programme/project initiatives; monitors status of programme/project proposals and receipt of relevant documentation for review and approval. Handle the financial reports of MINUSTAH-approved Implementing Partner (IP) projects;
- Compiles, summarizes, and presents basic information/data on specific programme/project and related topics or issues;
- Reviews project documents, especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval. Ensure all IP reports are accurately maintained and that records comply with MINUSTAH financial requirements;
- Prepares budget revisions; verifies availability of funds; ensures necessary approval and entry in computerized budget system. Conduct financial analysis of IP reports, processing tranche request and maintaining all financial records related to project implementation.
- Serves as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with a diverse organizational units to initiate requests, obtains necessary clearances, processes and follow-up on administrative actions, e.g. recruitment and

appointment of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, support the financial capacity building of IPs and monitor the financial aspect of project activities to ensure that they are implemented in accordance with the project timeframe etc.

- Compiles, summarizes and enters data on project delivery; drafts related status reports, identifying shortfalls in delivery, budget overruns, etc., and brings to the attention of management
- Drafts correspondence on budget-related issues, prepares and updates periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.
- Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc.
- Provides guidance/training to new/junior staff and CVR projects implementing partners.
- Performs other duties as assigned

## **COMPETENCIES**

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competency and mastery of subject matter; be conscientious and efficient in meeting commitments, observing deadlines and achieving results; be 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.

**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.

**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 decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accept joint responsibility for team shortcoming.

## **EDUCATION**

High school diploma is required. Technical or vocational certificate in administrative Services, Finance, Human Resources, business administration or personnel management is highly desirable.

## **WORK EXPERIENCE**

A minimum of five (5) years of progressively responsible experience in administration, finance, accounting, or related area.

## **LANGUAGE**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written French and knowledge of English is desirable.