
MINUSTAH TEMPORARY JOB OPENING
Internal / External

Job Title & Level:	Programme Assistant GL-4
Department/Office:	Community Violence Reduction / Finance Unit
Location:	Port-au-Prince, HAITI
Posting Period:	23 – 29 January 2017
VACANCY ANNOUNCEMENT:	MINUSTAH-TJO-2017-N008

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

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. 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

Under the supervision of the Admin and Finance Officer, and overall supervision of Chief Community Violence Reduction section, the CVR Programme Assistant will:

Description of Duties

Support the Admin and Finance officer in overseeing the efficient running of the office in Port Au Prince and regional offices.

He/she will be responsible for the following activities in an accountable and transparent manner:

- Handle MINUSTAH approved Implementing Partner projects (financial aspect);
- Ensure all Implementing Partner records are maintained in this regards and make sure that records comply with the MINUSTAH financial requirement;
- Orient all IP for the financial procedure and reporting system requirement.
- IP financial audit, processing tranche request, maintaining financial records including all financial documents pertaining to the project implementation;
- Maintain proper log system for each IP for project tranches and follow up on accountability of same forward the same to supervisor for verification.
- Support IP for financial capacity building, monitor and make sure that IP are implementing the activity base on Project timeframe.

- Ensure that before financial documents submitted to MINUSTAH finance section comply with MINUSTAH finance & general services rules and regulation.
- Prepare monthly project summary report to all project assigned.
- Ensure that all staff is well informed on MINUSTAH policies and project guidelines and provide guidance in interpretation of the same time.
- Make sure that all documents submitted to MINUSTAH finance, CVR section also have a pertaining copies for future reference of the section;
- Assist in the organization of meetings, workshop and trainings;
- Work closely with Admin/Finance officer;
- Perform any other duties as directed by supervisor within the area of responsibility.

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.

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 decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

High school diploma is required. An associate degree or first degree in Finance, accounting, business administration or other related fields will serve as an added advantage.

Work Experience

At least three (3) years of progressively responsible experience in or administrative support related to finance and accounting is required.

Languages

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