



**VACANCY ANNOUNCEMENT: UNOWA/ HRS/VA008/14**

**The United Nations Office for West Africa (UNOWA) is looking for a highly motivated and results oriented team player to join a dynamic team.**

**To serve as: Finance and Budget Assistant**

<b>Title Position</b>	<b>Finance and Budget Assistant</b>
<b>Number of posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Fixed Term</b>
<b>Category and level</b>	<b>GS-6</b>
<b>Duty station</b>	<b>Dakar, Senegal</b>
<b>Unit/Section</b>	<b>UNOWA</b>
<b>Issuing date</b>	<b>25/04/2014</b>
<b>Closing date</b>	<b>02/05/2014</b>

The United Nations Office for West Africa (UNOWA) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub regional approach to humanitarian, human rights and gender issues, curbing corruption, poverty alleviation, addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

**Organizational Setting and Reporting Relationships:** The incumbent will report to the Finance and Budget Officer. Work implies frequent interaction with the following: Budget, Accounting, Finance and administrative officers in UNOWA CNMC and OSES.

**Responsibilities**

Under the guidance and supervision of the Chief Finance & Budget Officer, the Finance and Budget Assistant will be responsible for the following duties and responsibilities:

**FINANCE**

- Records obligation documents, accounts receivable and payable, and maintains specific general ledger accounts.
- Reviews, reconciles and prepares monthly reports for incoming receipts and outgoing expenditures and billings.
- Clarifies and interprets any intricacies that may arise in the course of the records reconciliation, including UNDP SCA reports.
- Prepares journal transactions ensuring compliance with established rules and procedures.
- Processes payroll based on personnel actions and salary distribution forms.



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- Processes payments in connection with purchase of goods and services, ensuring compliance with rules, and that proper documentation and requirements have been fully met.
  - Examines and processes travel claims in accordance with relevant rules, circulars and instructions; ensures that proper supporting receipts conform to the authorized itinerary.
  - Ensures that funds/prior approval have been properly provided and authorized, recovering travel advances in excess of entitlements.
  - Generates payments from the accounting system, and effects payments in the electronic banking system, ensures that all payment vouchers are properly certified and approved before payments are effected.
  - Acts as cash custodian, updates cash balances and prepares cash reconciliation.
  - Responds to queries from staff members and third parties.
  - Prepares routine correspondence with respect to enquiries related to relevant financial and accounting matters.
  - Maintains and keeps up-to-date files.

## BUDGET

- Assists in the preparation of the proposed programme budget and performance reports of the UNOWA, CNMC and OSES.
- Prepares drafts of internal documents containing approved appropriations of the UNOWA/CNMC/OSES.
- Assists in overseeing the ongoing budget activities throughout the year, including: budget allocations, budget implementation, redeployment of resources, performance reports and other budget reports, as required.
- Monitors the accounts on a monthly basis, projects expenditures and recommends appropriate redeployment of resources when required.
- Prepares cost plans and compiles statistics on vacancies and other budget related matters as required.
- Respond to queries on budget matters.
- Assists in overseeing extra budgetary activities.
- Perform other relevant duties as assigned by the Supervisor

## Results Expected:

Works with minimal amount of supervision; independently provides accurate reports and timely support to Finance & Budget Officers and/or manager with respect to the development of well-formulated medium-term plan and budget proposals and administration of all facets of approved budget, claims administration and treasury remittances/payments.

## 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.

- **Planning & 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.

### Qualifications:

#### Education:

- High School Diploma, vocational degree in finance, accounting and administration or related areas is desirable.

#### Experience:

- Seven (07) years of experience in finance, budget, accounting, administrative services or related area. Experience in the usage of computers and office software packages (MS Word, Excel, etc) is required. Experience working in the United Nations Common System or Similar International Organization or Non-Governmental Organization is highly desirable.

#### Languages :

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



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**Applications:**

Applicants meeting the above qualifications are requested to submit the following only:

- **Cover letter**
- **Completed and signed P-11 form (please note the P11- Form is available on the UNOWA Website at [www.unowa.unmissions.org](http://www.unowa.unmissions.org) )**
- **Copy of Diplomas and Degrees**

Applications can be submitted by email to [unowa-cnmc-hr@un.org](mailto:unowa-cnmc-hr@un.org) or via postal mail at the following address:

United Nations Office for West Africa - UNOWA  
23851 Dakar Ponty  
Senegal

Note: Please indicate clearly the vacancy number and title in the email subject or on the envelope. Only short-listed candidates will be contacted.

This announcement and the P-11 Form are available on the UNOWA website:  
[www.unowa.unmissions.org](http://www.unowa.unmissions.org)

**Assessment Method:**

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.