



# UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

## I. Position Information

<b>Job Code Title:</b>	Finance Assistant
<b>Contract Type and Grade:</b>	Service Contract, SB-2
<b>Duration of contract:</b>	1 year (renewable upon satisfactory performance and availability of funds)
<b>Supervisors:</b>	Finance Associate
<b>Deadline for application:</b>	25 June 2016

## II. Organizational Context

Under the overall guidance of the UNODC Regional Representative and the direct supervision of the Finance Associate, the Finance Assistant supports the provision of financial services ensuring high quality, accuracy and consistency of work. The Finance Assistant promotes a client-oriented approach consistent with UNODC and UNDP rules and regulations.

The Finance Assistant works in close collaboration with the operations and projects' staff in the Regional Office and its outposts, the UNODC Finance Resource Management Section in Vienna, and UNDP Country Offices in the MENA region to exchange information and ensure consistent service delivery.

## III. Purpose of the assignment

Under the direct supervision of the Finance Associate, the Assistant will support the implementation of the financial management and operational strategies focusing on achievement of the following results This will include:

- Support the Finance Unit and provide accounting and administrative assistance.
- Assist in proper control of the supporting documents for payments and financial reports for all UNODC projects in the MENA region.
- Keep track of the actual cost of the ROMENA office budget.
- Be responsible for receiving the monthly bills of the mobile phone calls of all staff members, distribute them among staff members, create its relevant payment requests and ensure settlement of bills on time.
- Assist in the preparation of supporting documents/invoices linked to expenditures against the imprest account.
- Assist in the provision of logistical and administrative support related to project implementation, in cooperation with the UNODC Programme Associates in the Programme and Coordination Analysis Unit.
- Place and screen telephone calls and answer queries on behalf of finance unit.
- Carry out any other tasks as required.

#### IV. Recruitment Qualifications

Smooth implementation of UNODC financial rules and regulations.

#### V. Competencies and Critical Success Factors

**Professionalism:** Project administration experience and skills, and general understanding of theories, concepts and approaches relevant to crime prevention and international relations. Knowledge of the operational modalities of UNODC. Good analytical and problem solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.

**Communication:** Effective communication (spoken, written and presentational) skills. Ability to prepare, consolidate inputs and finalize programmatic reports, project documents and other relevant materials.

**Teamwork:** Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

**Planning, organizing and managing performance:** Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships; 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:** Reliability and a high level of commitment to timely delivery of a heavy volume of high quality outputs and to achieving organizational goals. Strong sense of responsibility and result orientation.

#### VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"><li>• University Degree in Business, Public Administration or related areas. Additional related financial studies would be desirable.</li></ul>
Experience:	<ul style="list-style-type: none"><li>• 2 years of relevant finance and administrative experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems are required.</li><li>• Work experience with the United Nations or similar international organization is desirable.</li><li>• Work experience with Umoja Financial management system is desirable.</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in English and Arabic is essential; knowledge of French is considered an asset.</li></ul>

Interested candidates should submit their duly filled P.11 form\* and a cover letter explaining why they think they are the best candidates for the position to [hr.egypt@unodc.org](mailto:hr.egypt@unodc.org) by **close of business Saturday 25 June 2016, writing in the subject line the title of the position.**

\*P.11 form can be downloaded through: <http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>

*Only short-listed candidates will be contacted*