VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

Functional Title of Post : Finance Assistant
Classified Level of Post : SB3
Programme/Project Title : South Africa Migration Management (SAMM) Project
Programme/Project Number : XASAC5
Organizational Location : Regional Office for Southern Africa (ROSAF)
Division for Operations (DO)
United Nations Office on Drugs and Crime (UNODC)
Duty station : Pretoria, South Africa
Duration : 1 Year (Extension subject to availability of funds and incumbent’s performance)

Organizational Setting and Reporting Relationships:
The post is located in the UNODC Regional Office for Southern Africa (ROSAF) in Pretoria. The incumbent will work under the overall guidance of the ROSAF Regional Representative and the direct supervision of the ROSAF Crime Prevention and Criminal Justice Officer, and in close cooperation with the ROSAF Finance Officer.

Responsibilities: Within assigned authority, the incumbent will be responsible for providing financial and programme administration support to the implementation of the South Africa Migration Management (SAMM) Project, as well as to supporting ROSAF financial management. S/he will be responsible for the following duties:

Budget:
- Provide support with respect to the review, analyses and preparation of the medium-term plan and its revisions.
- Prepare supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.
- Assist managers in the elaboration of resource requirements for budget submissions.
- Monitor expenditures and compare with approved budget; prepare adjustments as necessary.
- Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds.
- Assist in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Monitor integrity of various financial databases.
• Verify accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
• Assist the Project Coordinator and ROSAF Finance Officer on the development and management of the project and Office budget;
• Co-ordinate with all project staff and ROSAF Finance Officer on related issues during preparation of expenditure reports.

Claims:
• Review, analyse and process payments to third-parties, commercial entities and individuals.

Asset Management:
• Ensure that the asset register is accurate and up to date.
• Review the asset register and make necessary adjustments as required.
• Carry out annual asset verification.

General:
• Keep up-to-date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
• Assist the Finance Officer to draft or prepare correspondence to respond to enquiries in respect to relevant financial and budget matters.
• Maintain and keep up-to-date files.
• Perform other work-related duties, as assigned.

Work implies frequent interaction with the following:
Budget, Accounting, Finance and Administrative Officers in ROSAF, Vienna and those from SAMM Partner Organizations.

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: Has knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Has knowledge, skills and ability to extract, interpret, analyze and format data across the full range of finance and budget functions, including programme development and database management, claims and treasury operations. Is able 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.

- **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.

- **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.

**Qualifications:**

**Education**: High school diploma or equivalent is required. *(ASAT and GGST test related requirement will be added to the Job Opening.)*

**Experience**: A minimum of seven years of experience in finance, budget, accounting, and administrative services in programme management or related areas is required. Experience in working with an ERP system is required, and experience in SAP/Umoja is highly desirable. Working experience in an international organization or the United Nations system would be highly desirable.

**Language**: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is an asset.

Qualified and interested candidates can send Cover Letter, Curriculum Vitae and completed UN P11 form with the Subject line *Finance Assistant* to takalani.godobedza@un.org

**Assessment**: Evaluation of applications may include a written assessment which may be followed by a competency-based interview.

These TOR’s will also be available on the UNODC website:  

Correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.
CLOSING DATE FOR APPLICATIONS: 15 May 2020