

TERMS OF REFERENCE

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Position Title:	Programme Management Assistant - Finance
Type of Contract:	Service Contract
Level:	SB 3
Organization:	UNODC Regional Office for Southern Africa
Duty station:	Pretoria, South Africa
Duration:	1 Year (renewable depending on funding availability and incumbent's performance)

ORGANIZATIONAL SETTING AND REPORTING LINES

UNODC ROSAF covers the 11 of the 16 Member States of SADC: Angola, Botswana, the Democratic Republic of the Congo, Lesotho, Malawi, Mozambique, Namibia, South Africa, Eswatini, Zambia, and Zimbabwe and support the Member States in responding challenges related to organised crime, terrorism, effectiveness and integrity of criminal justice systems, as well as drug abuse and HIV/AIDS through strengthening capacities at the national level and promoting regional cooperation, in line with the priorities and needs of the countries concerned. In particular, it is envisioned to contribute to crime prevention measures in the region in the context of supporting a sustainable socio-economic development, which could well serve as a basis for such efforts in other regions facing similar developmental challenges. UNODC ROSAF work in the region is aligned to the Strategic Vision for Africa 2030 and UNODC Corporate Strategy 2021-2025. The regional office has Programme Office in Mozambique and Project Offices in Angola, DRC, Malawi and Zambia.

The position is located in the UNODC Regional Office for Southern Africa (ROSAF) based in Pretoria. The incumbent will form part of Programme Management Unit (PMU). Within assigned authority, the incumbent will be responsible for providing financial and programme administration support to the implementation of the regional cooperation framework, and as may be required by the responsible Programme Manager the implementation of its Counter Terrorism sub-Programme. S/he will be responsible for the following duties:

DUTIES AND RESPONSIBILITIES:

This position is responsible for the following principal functions:

1. Perform duties in full compliance with UNODC rules, regulations, policies and standard operating procedures, including internal controls.
2. Coordinates the financial workflows in UNODC Regional Office for Southern Africa, including through UMOJA and other relevant operational systems of the UN Secretariat.
3. Advises senior management on all aspects of accounts maintenance, office budget planning and control, incomes, obligations and future office budgetary implications.; recommends cost savings and redeployments as appropriate.
4. Acts as Approving Officer for core funds, ensuring that payment is made against a recorded commitment. Checks availability of funds against budget lines.
5. Supervises the closing of the monthly accounts, ensuring timely submission of core office budget and prepare office budget Management Expenditures inputs.
6. Monitor projects budget implementation and provide financial oversight to the projects.
7. Acts as a focal point for the UNODC House bank. Reviews and reconciles clearing accounts to ensure appropriate balances. Investigates erroneous/invalid entries and take appropriate accounting action.
8. Initiates correspondence to verify data, answers queries and obtains additional information on accounts and financial transactions, as required.
9. Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained

10. Acts as Cash Custodian. Ensures proper safe-keeping and processing of cash payments. Maintains the cash flow monitoring files for the purpose of monitoring the daily opening and closing balance, maintains daily “cash in safe report”. Monitors daily cash requirements and ensure availability of cash funds for smooth operational activities.
11. Keeps abreast of and maintains contact with officials of local and international banks and other financial institutions on changes in national law, financial procedures and regulations and matters pertaining to maintenance of office bank accounts.
12. Ensures strategic financial resource management.
13. Create, revise and close projects in IPMR.
14. Submit VAT claims.
15. Reconcile creditors accounts.
16. Makes forecasts on office and project income/expenditure status, provides analyses to senior management on strategic office and project reserves, keeps abreast of staff costs and advises on implications of new recruitments on office financial status. Allocation of direct costs to projects and distribute FCR expenditures to projects on a monthly basis.
17. Acts as key interface for internal audits and accounts examinations. Follow up on audit recommendations to monitor implementation of corrective actions.

QUALIFICATION REQUIREMENTS

Knowledge and skills:

- Completion of secondary education, with specialized certification in Accounting/ Finance. University Degree in Finance, Business or Public Administration is desirable, but it is not a requirement.
- Computer literacy (MS Office package) is required.

Experience:

- Three years’ experience, including progressively responsible work in programmes, finance and accounting activities.
- Previous work in programme, finance, accounting and budget in a UN environment is recommended.
- Proficiency in the UNODC Financial Management System is an advantage.

Languages:

- Proficiency in English is required, oral and written.

WORK RELATIONS

- Frequent contacts inside and outside the organization involving an exchange of complex information.
- Ability to maintain harmonious working relations with external agencies as well as internal colleagues is essential.
- Problem solving capacity is required.

APPLICATION OF GUIDELINES

- Financial rules and regulations, other organizational instructions and other manuals related to financial matters.
- Some interpretation of guidelines and instructions is required.

CORE 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.
- **Teamwork:** Good interpersonal skills, ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity. Ability to function effectively in a geographically dispersed virtual team is essential.
- **Communication:** Ability to write in a clear and concise manner and communicate effectively orally. Excellent command of spoken and written English relevant to a business environment is essential. Knowledge of other national languages and/or other languages relevant to Southern Africa is highly desirable.

APPLICATION REQUIREMENTS

Interested candidate with a relevant experience should submit the following documents to takalani.godobedza@un.org with the subject line “Programme Management Assistant - Finance SB3” by 8 January 2023

- 1) Cover letter and CV with three contactable referees
- 2) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and three contactable referees.

Assessment: Evaluation of qualified candidates may include an assessment exercise and a competency-based interview.

Short-listed applicants may be required to undergo relevant skills tests and reference checks will be done.

For technical queries, please contact Human Resources Unit at takalani.godobedza@un.org.

These TOR's will also be available on UNODC website:

<https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html>

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Note: Failure to submit supporting documents as specified in the advertisement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.
