VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

**Functional Title of Post**: Programme Finance Associate

**Classified Level of Post**: SB4

**Programme/Project Title**: South Africa Migration Management (SAMM) Project; Implementation of the "Maputo Roadmap" of UNODC engagement in Mozambique.

**Programme/Project Number**: XASAC5; MOZAD1

**Organizational Location**: Programme Office in Mozambique (POMOZ) 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 under direct supervision of the Crime Prevention and Criminal Justice Officer in ROSAF and in coordination with the Programme Office for Mozambique (POMOZ) office team led by the Head of Office and the Crime Prevention and Criminal Justice Officer and in close cooperation with the ROSAF Accounting/Finance Associate.

**Responsibilities**: Within assigned authority, the incumbent will be responsible for providing financial and programme administration support to the implementation of the programme/s, as well as to supporting ROSAF financial management. S/he will be responsible for the following duties:

Perform duties in full compliance with UNODC rules, regulations, policies and standard operating procedures, including internal controls.

**Budget and grants management:**

- Develop budgets and prepare budget revisions according to the UN Rules and regulations and donor requirements.
- Create grants in Umoja, update project awards and status.
- Create, revise and close projects in IPMR
• Provide inputs and take necessary actions to facilitate timely grant/project closure
• 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.
• 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 on the development and management of the project budget
• Co-ordinate with all project staff on related issues during preparation of expenditure reports.

Finance
• Monitor regularly transactions posted to projects ensuring actual expenditure has been recorded against correct budget category and activity, take timely corrective actions as required.
• Assist in preparation of annual financial statements by providing timely information and taking necessary actions as required
• Monitoring and administrative support to the project team on financial management and controls.
• Review, analyse and process payments to third-parties, commercial entities and individuals.
• Proper control of the supporting documents for payments and financial reports
• Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted in Umoja.
• Following up on project finances related to the portfolio including budget, expenses, expiry of funds and reporting and compliance with the donor requirements.

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.
• Prepare correspondence to respond to enquiries in respect to relevant financial and budget matters.
• Ensures that accurate and complete accounting, reporting and internal control system are functioning and that all relevant records are maintained.
• 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 with specialized certification in Finance. University Degree in Finance, Business or related field is desirable, but it is not a requirement.
**Work Experience:**

- A minimum of seven years of experience in grant and fund administration/management, finance and administrative services in programme management or related areas is required.
- Experience in working with an ERP system is required
- Experience in SAP/Umoja is an advantage
- 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.

Interested candidate with a relevant experience should submit the following documents to takalani.godobedza@un.org with the subject line “Programme Finance Associate, SB4” by 11 July 2022.

1) Cover letter and Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and three contactable referees with valid email and contact numbers.

**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 by email at takalani.godobedza@un.org.

These TORs 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 the application being considered as “incomplete”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.