

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**VACANCY ANNOUNCEMENT  
TERMS OF REFERENCE**

POSITION TITLE	: Project Finance and Technical support
TYPE OF CONTRACT	: Service Contract
LEVEL OF POST	: SB4
PROGRAMME/PROJECT NO.	: GLOU40; XASAD6
ORGANISATION	: United Nations Office on Drugs and Crime
DUTY STATION	: Pretoria, South Africa
DURATION	: 1 year (renewable depending on funding availability and incumbent's performance)

**REPORTING LINES**

The post is located in the UNODC Regional Office for Southern Africa (ROSAF) in Pretoria. Under the overall supervision of the Regional Representative and direct supervision of the Global Programme against Money Laundering (GPML)-Project Coordinator and Gender-Based-Violence (GBV) National Officer, the incumbent of this post will provide project/programme finance, administrative and technical support to two programmes at ROSAF.

**DUTIES AND RESPONSIBILITIES**

The Finance and Technical Support Associate is responsible for the provision of the following finance and administrative services to the GPML and GBV Projects:

**FINANCE DUTIES**

- In accordance with project documents develops annual project expenditure plan.
- Prepares project financial reports in accordance with relevant funding agreements and UN reporting requirements.
- Provides advice and support in the development of annual budgets and other financial matters.
- Effects payment vouchers in UMOJA (SAP) ensuring accuracy of entries, linked to specific pledges and the project logframe.
- Provides assistance in issuing of financial documents, handles daily local bank operations in terms of preparing the payment orders, cash withdrawals and other relevant forms related to the project, while ensuring compliance with the local banking and UN procedures.
- Reviews incoming payment instructions with regard to banking details and sources of funds and capture in UMOJA.
- Notifies payees of status of payments.
- Reviews relevant project Expenditure Reports to ascertain that correct objects or expenditures have been charged for both UNODC and UNDP segments of UNODC ROSAF allotments.
- Reconciles Creditors' accounts and follow up on outstanding invoices related to the project.

- Briefs and assists all project staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements related to accounts and finance.
- Ensures control over the Travel Authorizations for members of the Regional Project team, monitors timely submission of Travel Claims.
- Liaises with UNDP regarding project payroll, salary payments, payment of large contracts, and other payments effected by UNDP.
- Maintains project financial records and filing system.
- Drafts or prepares correspondence to respond to enquiries in respect to relevant financial and budget matters for the project.
- Assists with other tasks as needed and in coordination with the Regional Representative.

### **TECHNICAL SUPPORT DUTIES**

- In accordance with the UN rules, procedures, and standards, maintain project operational, and reporting processes
- Assist with the preparation of correspondence, reports, agenda, training materials, and documents as requested, and organize both incoming and outgoing project correspondence;
- Undertakes planning and implementing of meetings, as directed.
- Supports development of visibility materials;
- Support in compiling donor profiles.
- Support the gathering of information, compilation of data and identification of sources, for the GBV and GPML projects.
- Support the compilation of project reports quarterly, and maintain system of records
- Perform other duties, as required.

### **CORE COMPETENCIES**

*Professionalism* – Substantive experience in finance functions, and familiarity with the relationship between business objectives and operations and the ability to liaise with role players on the highest level; ability to comprehend complex processes and systems easily. Problem solving capacity is required. Ability to apply financial rules and regulations, other organizational instructions and other manuals related to financial matters, and some interpretation of guidelines and instructions is required.

*Technological Awareness* – Extensive knowledge and practical experience in financial administration in a UN or project environment is required. Proficiency in the MS Office package, specifically Word and Excel in a LAN environment is required. Candidates will be requested to perform a skills test related to these.

*Communication* – 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. Liaison with contacts inside and outside the organization regarding financial information will be required.

*Planning and Organizing* – Sound organizational skills and time management skills, ability to multi-task and prioritize own work programme and to work independently or with minimum supervision and ability to deliver assignments in a timely manner is required.

*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. Ability to maintain harmonious working relationships with colleagues in a diverse environment is required.

*Commitment to continuous learning* – Initiative and willingness to learn new skills.

## **QUALIFICATIONS, SKILLS AND INHERENT REQUIREMENTS**

**Education:** An advanced university degree in finance, accounting, economics or related fields is a requirement. A first level degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. National or international certification in accounting and finance is an asset.

**Experience:** A minimum of three (3) years of progressively experience in finance, administration, project management or related experience to a similar position preferably acquired in the international organization or the United Nations system is a requirement. Knowledge of working in UMOJA (SAP) or related ERP system will be an added advantage. Experience and knowledge in technical cooperation project implementation is required. Knowledge of accounting policies and principles would be highly desirable. Experience in the usage of computers' office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet including database packages is an asset.

**Other skills:** Capable of working independently, Excellent organizational skills, Excellent interpersonal skills; ability to establish and maintain effective working relations with people, and Excellent communication skills (oral and written).

**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 and local languages is an asset.

Interested candidate with a relevant experience should submit the following documents to [takalani.godobedza@un.org](mailto:takalani.godobedza@un.org) with the subject line “*Project Finance and Technical Support Associate, SB4*” by 13 November 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](mailto: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.