



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2020 - 0581 -

05 October 2020

TO:

All UNFICYP, OSASG and CMP Personnel

FROM:

Joel Cohen

Chief of Mission Support

SUBJECT:

Job Opening # 141535 – Finance and Budget Assistant (GL6)

1. Please find herewith, the details for the following job opening:

Post Title

Finance and Budget Assistant, G6, JO# 141535

Office/ Section

Financial Resourcing and
Performance Section

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform **no later than 29 October 2020**.

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

PDF Attachment:

■ No file attached

Internal
Distribution:

UNFICYP\unficyp-sasg-cmp-all staff

External
Distribution:

cc:

bcc:

Status: Drafted



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

1 October 2020

Post Title:	Finance and Budget Assistant	Work Base:	UNPA
Office:	Financial Resourcing and Performance	Category:	General Services
Job Opening#:	141535	Level:	GL-6
Duty Station:	Nicosia HQ and Sectors	Deadline:	29 October 2020
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=141535&PostingSeq=1

Posting Title : FINANCE AND BUDGET ASSISTANT, G6
Job Code Title : FINANCE AND BUDGET ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 30 September 2020-29 October 2020
Job Opening number : 20-FIN-UNFICYP-141535-R-NICOSIA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to the Chief Financial Resourcing and Performance Section or to his/her designate.

Responsibilities

- Assist in the review, analysis and preparation of cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects.
- Monitor budget implementation/expenditures and assist with the reallocation and re-deployment of funds as necessary.
- Verify accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
- Draft or prepare correspondence to respond to enquiries in respect to budgetary and financial matters.
- Assist in the maintenance of fixed asset register, as required and run all fixed assets reports.
- Review all finance related transactions before final approval.
- Monitor and process daily bank reconciliation on a daily and monthly basis to clear all open items and follow up any pending issue with the banks.
- Review and post contracts and sales orders as well as issuance of invoices to customers on cost recovery basis.
- Assist in the monthly accounts closing as well as end of the financial year closing process.
- Analyze the expenditure, income and all ledger accounts to verify accuracy and validity and process any adjustment as necessary.

- Perform other duties as assigned

Competencies

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including programme development and database management, claims and treasury operations. Ability to identify and resolve data discrepancies and operational problems; Shows pride in work and in achievements; 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.

Planning and 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.

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.

Education

High School education is required.

Work Experience

At least 7 years of experience in the field of finance and budget is required.

Experience in international environment is desirable.

Experience with Enterprise Resource Planning (ERP) software (ie UMOJA, SAP) is desirable.

Languages

Fluency in English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

Applicants in the General Service Category shall meet the relevant employment requirements

of the host country (Republic of Cyprus), including fulfilling visa and work permit stipulations.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations,

resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.