



**UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS**  
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2023-0912

27 June 2023

**To:** All UNFICYP, OSASG-Cyprus and CMP Personnel

**From:** Joel Cohen  
Chief of Mission Support

**Subject:** **Job Opening # 208180 – Finance and Budget Assistant (G6)**

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

<b><u>Post Title</u></b>	<b><u>Office/ Section</u></b>
Finance and Budget Assistant, G6 JO# 208180	Financial Resourcing and Performance

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 **23 July 2023**.

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



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27 June 2023

Post Title:	Finance and Budget Assistant	Work Base:	UNPA
Office:	Financial Resourcing and Performance	Category:	General Services
Job Opening#:	208180	Level:	GL6
Duty Station:	Nicosia HQ and Sectors	Deadline:	23 July 2023
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=208180&PostingSeq=1](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=208180&PostingSeq=1)

Posting Title : FINANCE AND BUDGET ASSISTANT, G6  
Job Code Title : FINANCE AND BUDGET ASSISTANT  
Department/ Office : United Nations Peacekeeping Force in Cyprus  
Duty Station : NICOSIA  
Posting Period : 24 June 2023 - 23 July 2023  
Job Opening number : 23-FIN-UNFICYP-208180-R-NICOSIA (M)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

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

### **Responsibilities**

#### Strategic Resourcing and Stewardship

- Assists 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.
- Assists with the review of justification for resource requirements for budget submissions in coordination with relevant Sections/Offices on related issues during preparation of the budget proposals.
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Monitors budget implementation/expenditures and assists with the reallocation and re-deployment of funds as necessary, utilizing SAP enterprise resource management system.
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
- Prepares budget performance submissions and provides support with the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.

- Drafts or prepares correspondence to respond to enquiries in respect to budgetary and financial matters.

- Assists in the maintenance of fixed asset register, as required.

#### Performance Monitoring

- Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts and mission leadership on financial resourcing and stewardship, and organizational performance of the mission, in line with mission priorities and as directed by the supervisor.

#### Other

- Ensures that daily activities are in compliance with the DPKO/DFS Environmental and Waste Management policies and in line with the DFS Environment Strategy objectives.

- Performs other duties as assigned

### **Competencies**

- **Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. 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. Ability 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.

**Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Commitment to continuous learning:** Keeps abreast of new developments in own occupation/profession. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

**Education**

High school diploma or equivalent is required.

**Job Specific Qualifications****Work Experience**

A minimum of seven (7) years experience in accounting, budgeting and financial management or related areas is required.

Experience in international organization is desirable

**Languages**

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

**Assessment**

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

**Special Notice**

The applicants in the General Service Category shall meet the relevant employment requirement of the host country (Republic of Cyprus, including fulfilling visa or work permit stipulations.

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

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographical diversity. All employment decisions are made on the basis of

qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicant with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

### **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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.