



JOB DESCRIPTION

POST NUMBER: 00032833

CLOSING DATE: 28 May 2018

POST TITLE: Administrative and Finance Associate

CATEGORY: GS-7, Fixed Term Appointment (FTA)

POST TYPE: Non-Rotational

DUTY STATION: Istanbul, Turkey

DURATION: Initially 1 year with possibility for extension

ORGANIZATIONAL UNIT: UNFPA, Eastern Europe and Central Asia Regional Office (EECARO)

1. Organizational Location

The Administrative and Finance Associate position is located in UNFPA Eastern Europe and Central Asia Regional Office (EECARO). Under the guidance and supervision of the International Operations Manager (IOM), and as a member of the RO management services team, the Administrative and Finance Associate provides quality services in the areas of finance, human resources (HR), procurement and general administration to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he supervises clerical and support staff.

2. Job Purpose

S/he takes a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines, provides support and guidance to the RO, and provides support to administrative/finance staff in country offices.

In support of UNFPA's strategic direction at the regional level, the Administrative and Finance Associate contributes to building regional capacity and ensuring effective and efficient application of country offices resources within the region through support and monitoring of regional resources in the following activities:

- Finance and Budget Management
- Human Resources Management
- Procurement
- General Administrative Services

3. Major Activities/Expected Results

A. Finance and Budget Management

- Assists the IOM in the efficient management of the RO's financial and budgetary applications, adherence to financial controls and corporate financial policies, rules and regulations;
- Monitors the budgets and expenditures of the RO; prepares financial reports on project expenditures; prepare analytical reports on current and past expenditure trends; and make recommendations on expenditure rates;
- Performs Finance User function in ATLAS for the RO;
- Takes responsibility for processing of payments, travel and non-travel related claims and reimbursements, cost recovery and etc. in Atlas;
- Takes responsibility for keeping up-to-date financial records, filing, reconciling and following up on financial transactions. Prepares Monthly and Quarterly Financial Accountability Checklists for the certification by RO management in a timely and accurate manner;
- Researches and drafts responses to enquiries for clearance by the IOM;
- Monitors status of the Operating Fund Accounts and proposes action for the timely clearance of expenditures, reconciles financial reports from the Implementing Partners and reviews for correctness the NEX expenditures in GPS module in ATLAS;
- Ensures the preparation of year-end financial closure, assets and liabilities, and balance sheet statements;
- Participates in development of tools and mechanisms for effective and efficient monitoring of budgets, coordinates compilation of financial data; detects potential over-under expenditure problems and suggests remedial action; and provides accurate and up-dated financial information to HQ on a regular basis;
- Implements corporate systems and applications in support of financial management and regional office operations;
- Acts as Petty Cash Custodian;
- Assists the IOM in the formulation and management of the regional budget, control allotments, monitor expenditures, and prepare revision according to the needs of the RO;
- Assists the IOM in the preparation and monitoring of the Outputs in Strategic Information System (SIS); in responding to audit findings and recommendations;
- Ensures the effective financial recording and reporting system, internal control and audit follow-up and processes financial transactions in an accurate and timely way;
- Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interest in related negotiations and agreements;

B. Human Resources Management

- Assists the IOM in overseeing the operational and staffing requirements for the implementation of the RO TORs with responsibility for a wide range of HR services in the areas of recruitment and personnel administration for international and national staff, as appropriate (e.g. extension of contracts, administration of national benefits and allowances; administration of home leave entitlements; etc);
- Assists the IOM in providing advice to the RO and COs staff on all aspects of Atlas HR modules, UN/UNFPA personnel and administrative rules and regulations;
- Assists the IOM in the monitoring compliance with the Performance Appraisal and Development cycle (PAD); and staff learning and development (training and workshops);
- Prepares Individual Consultant Contracts, ensures timely recording and senior management approval in Consultant Monitoring Tool (CMT);

- Prepares personnel related reports and analyses; research and draft responses to enquiries for clearance by the IOM;
- Contributes to the development of tools and mechanism for effective and efficient monitoring of personnel activities in support of the RO's operations;
- Contributes to the implementation of corporate human resources management policies and strategies in support of the operations of the RO and Country Offices.

C. Procurement

- Prepares procurement related reports and analyses; research and draft responses to enquiries for clearance by the IOM;
- Liaises with Procurement Services Branch (PSB) on procurement related issues;
- Prepares online Annual Procurement Plan and ensures regular updates as required;
- Implements corporate procurement management policies and strategies in support of the operations of the RO;
- Reviews procurement requests and initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost effective manner.
- Assists in Atlas vendor management, keeps the up-to-date list of RO vendors, monitors the vendor performance and assists with yearly vendor performance assessment.

D. General Administrative Services

- Interprets UN/UNFPA administrative rules and regulations, and assists the IOM in providing guidance to the RO and COs; identify ways in which the administrative needs can be met within existing policies;
- Contributes to the development of tools and mechanism for effective and efficient monitoring of administrative activities in support of the ROs' operations;
- Reviews and prepares material for common system activities relating to common services and premises, cost recovery, entitlements and salary surveys; security, etc. and backstops IOM in related inter-agency meetings and working groups;
- Acts as Asset Focal Point for the RO and in close collaboration with Administrative Assistant keeps up-to-date inventory lists for the RO in line with UNFPA Asset Management Policy.

E. Performs any other duties as may be assigned by the management of the Regional Office.

4. Work Relations

Internal partners include RO; close collaboration within the IOM's team, COs and Division/branches at HQs to resolve policy and procedural issues, and region specific issues.

External partners include UNDP, other UN agencies, vendors and other non-UN partners that are essential to the work of the Regional Office.

5. Job Requirements

Education:

Completed secondary level education required. First level University degree in business administration or public administration desirable.

Knowledge and Experience:

- 7 years of relevant experience in administration and finance in the public or private sector;
- Ability to interpret financial rules, regulations and procedures and explain them clearly and concisely;
- Ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely. Experience in UN personnel and administrative procedures desirable;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Previous experience in the UN, as well as, experience of UN accounting framework and systems, Atlas/PeopleSoft desirable;
- Good writing and communication skills.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

Managerial Competencies:

- Providing strategic focus
- Engaging internal/external partners and stakeholders
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

Functional Skill Set:

- Managing the organization's financial resources
- Providing procurement services
- Ensuring facilities and assets management
- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow

- Planning, organizing and multitasking
- Supporting financial data analysis

Languages:

Fluency in oral and written English and Turkish languages. Working knowledge of another official UN language is desirable.

Other Desirable Skills:

Initiative, strong conceptual abilities, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

6. How to Apply:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to applying in the E-recruit system of UNFPA at <http://www.unfpa.org/employment>

Interested candidates must submit their applications to the above position online through the website <https://erecruit.partneragencies.org> under Job opening ID: 16195–“UNFPA-Administrative and Finance Associate,GS7-National Post-Istanbul” **by 28 May 2018**

Please note that paper applications for this post will not be accepted.

Additional information is also available at <http://eeca.unfpa.org/vacancies> and <http://www.un.org.tr/un-jobs> under “Vacancies”.