



POST NUMBER: 00032833

CLOSING DATE: 07 March 2016 (5:30 p.m. Istanbul time)

POST TITLE: Administrative and Finance Associate

CATEGORY: GS-7, Fixed Term Appointment

POST TYPE: Non-Rotational

DUTY STATION: Istanbul, Turkey

DURATION: One year initially

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

1. Organizational Location

The Administrative and Finance Associate position is located in a Regional Office. 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 sub-regional and 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 Resource Management
- Procurement
- General Administrative Services

3. Major Activities/Expected Results

A. Human Resource Management

- Assists the IOM in overseeing the operational and staffing requirements for the implementation of the RO/SRO 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. renewal of UNLPs, visas; 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 SRO staff on all aspects of Atlas HR modules, UN/UNFPA personnel and administrative rules and regulations;

- Assists the IOM in the preparation and monitoring of the Office Management Plan (OMP); in responding to audit findings and recommendations; monitoring compliance with the Performance Appraisal and Development cycle (PAD); and staff learning and development (training and workshops);
- 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, SROs and Country Offices; and
- In collaboration with other team members in the RO assumes overall responsibility for attendance and leave management; record management (filing and archiving system); and mail and pouch.

B. Procurement

- Prepares procurement related reports and analyses; research and draft responses to enquiries for clearance by the IOM;
- Liaises with the RO and SRO on procurement related issues;
- Implements corporate procurement management policies and strategies in support of the operations of the RO and SRO; and
- 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 vendor performance and assist with yearly vendor performance assessment.

C. General Administration

- Interprets UN/UNFPA Administrative rules and regulations and assist IOM in providing guidance to the RO, SRO 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, privileges and immunities, entitlements and salary surveys; security, etc. and backstops IOM in related inter-agency meetings and working groups; and
- Acts as Asset Focal Point for the RO and keeps up-to-date inventory lists for the RO in line with UNFPA Asset Management Policy.

D. Finance and Budget

- 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 expenditure ceiling of the RO; prepare financial reports on project expenditures; prepare analytical reports on current and past expenditure trends; and make recommendations on expenditure rates;
- Performs Finance User function 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. Inputs Monthly and quarterly Financial Accountability Checklists for the RO in a timely and accurate manner;
- Research and draft 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 timely records NEX expenditures both in Atlas and NEXAMS;

- Participates in year-end in 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 provide 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;
- Assists IOM in the formulation and management of the regional budget, control allotments, monitor expenditures, and prepare revision according to the needs of the RO;
- 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; and

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, SRO/s, COs and Division/branches at HQs to resolve policy and procedural issues, and region specific issues.

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

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, finance or office management;
- 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 of 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.

HOW TO APPLY:

A letter of interest and a [UN Personal History Form \(P11\)](#) filled in English, indicating “**Administrative and Finance Associate UNFPA/EECARO**” at the subject line of the email, should be sent to recruitment.eecaro@unfpa.org no later than **07 March 2016 at 17:30 (Istanbul time)**.

SPECIAL NOTE:

Please note that applicants applying for UNFPA General Service posts located in Istanbul must have a valid Residence Permit or Turkish Permanent Residency or Turkish Citizenship. Applicants must pass a written substantive assessment and a competency-based interview in order to be eligible to be appointed against the post. We will only be able to respond to those applicants in whom UNFPA has a further interest.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.