



Finance and Administrative Associate

Job title:	Finance and Administrative Associate
Level:	SB-3
Position Number:	00143413
Location:	City, Country
Full/Part time:	Full-Time
Fixed term/Temporary:	Service Contract
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable subject to performance and availability of fund)

The Position:

The Finance and Administrative Associate will deliver effective administrative and financial support, advice and services to internal and external clients, providing finance and administration related guidance and support to the Country Office (CO), with emphasis on the 2021 Population & Housing Census.

You will work closely with the Population & Development team and will report to the International Operations Manager through the Compliance and Internal Control Analyst.

How you can make a difference:

The availability of reliable data for policy formulation and decision making has been a major concern to the Government of Liberia. UNFPA strategic focus is to support national capacities for data collection, analysis, dissemination and utilization. The Government of Liberia, through the Liberia Institute of Statistics and Geo-Information Services and with UNFPA support, has planned the conduct of the 2021 Population & Housing Census (PHC). The PHC will involve a lot of financial transactions and UNFPA seeks to capacitate the Government in its endeavor to execute a smooth census data collection, analysis, dissemination and use.

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new Strategic Plan (2018-2021) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results.

Job Purpose:

You will support the effective management of financial resources entrusted to the 2021 Population and Housing Census program as well as the implementation of an efficient and effective payment and documentation scheme to give effect to the same.



Possessing a depth of knowledge of UNFPA financial rules, guidelines and processes, you will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. You will act in an advisory manner to program / project staff to maximize the impact of census financial resources in delivering programs / projects.

You would be responsible for:

- Managing the operational aspects of programme/project inputs, including personnel, sub-contracts, equipment, fellowships and other programme and project-related events to facilitate programme/ project delivery.
- Preparing and monitoring the administrative budget, ensuring financial transactions are in accordance with UNFPA financial rules. Proposing procedures to improve internal controls and efficiency and responding to audit issues.
- Managing the recruitment and selection process, applying best practice HR approaches; advising managers and project personnel on contracting options; coordinating the performance appraisal process and advising on performance issues.
- Implementing corporate systems and applications in support of finance and human resource management and CO operations; creating procedures for effective management of UNFPA resources; and advising and training project staff.
- Reviewing and preparing material for activities relating to common services and premises, privileges and immunities, entitlement
- Assisting in the management of the census budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- Act as a primary security focal person
- Develop reconciliation tools to ensure appropriate reporting of fixed assets under the project.
- Act as fixed assets focal point of project for fully adhering with organizational policy and procedure and guidelines, ensuring that they are practical and consistent with IPSAS principles.
- Conduct periodical physical inventory, timely asset tagging and room wise asset list
- Ensure proper repair and maintenance of office, equipment and premises.

Qualifications and Experience:

Education:

A first university degree in Accounting, Finance, Business Administration, Public Administration or similar discipline, desirable. Added postgraduate university degree or equivalent professional qualification in Accounting, Finance, Business Administration, Public Administration or similar discipline, an advantage.

Knowledge and Experience:

- Five years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.



Languages:

Fluency in English;

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Providing logistical support• Managing data• Managing documents, correspondence and reports• Managing information and work flow• Planning, organising and multitasking• Supporting financial data analysis
Core Competencies: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Providing strategic focus,• Engaging in internal/external partners and stakeholders,• Leading, developing and empowering people, creating a culture of performance• Making decisions and exercising judgment

Compensation and Benefits:

This position offers an attractive remuneration package and applicable benefits as per UNFPA/UN staff rules.

Disclaimer:

Please Note Well

This post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at <http://www.unfpa.org/help/hotline.cfm>

HOW TO APPLY

Candidates should submit their applications **indicating post and vacancy number**, attach an updated **CV**, and a completed **United Nations Personnel History Form P.11** obtainable from the UNFPA website at www.unfpa.org. **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: ewatkins@unfpa.org with copy to debashish@unfpa.org.**

The last date to receive applications is **16 December 2019**. UNFPA will only respond to applicants who will meet the stated job requirements.