



UNHCR JOB DESCRIPTION

Post grade: NOA

Job Title: Assistant Admin/Finance Officer

Position n°: 10005724

Duty Station: Rabat, Morocco

Contract Type/Period: FTA / one year renewable

Expected starting date: 01/01/2016

POSITION REQUIREMENTS

ORGANIZATIONAL CONTEXT.

Assistant Admin/Finance Officers will establish and maintain efficient administrative services to support the office operation.

He/she acts as advisor to the Head of Office, with authority to discuss problems and seek common ground on which to recommend solutions based on predetermined guidelines provided by higher authority.

The incumbent directly supervises general service staff.

FUNCTIONAL STATEMENT.

Accountability (*key results that will be achieved*)

- UNHCR resources in the office are managed in an efficient and cost-effective manner.
- UNHCR's financial rules and regulations, policies and procedures are adhered to.
- UNHCR's local cash is safeguarded.

Responsibility (*process and functions undertaken to achieve results*)

- Monitor the day-to-day personnel and administrative operations of the office;
- Contribute to providing a healthy and respectful working environment, free from hazard or security risks;
- Assist with the implementation of processes and procedures to improve and strengthen internal controls in line with UNHCR rules and regulations;
- Participate in the physical verification of UNHCR property plant and equipment;
- Contribute to the process to determine the country's administrative budget;
- Conduct regular checks of petty cash and cash accounts.
- Control and check the monthly accounts and various administrative activities, in order to verify and certify disbursements are in accordance with the administrative budget and UNHCR's Financial Rules;
- Assist with monitoring local compliance with UNHCR's policies and processes for cash management, requesting support and guidance when required.
- Support office-level training on financial matters.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Certify that disbursements are in accordance with the administrative budget and UNHCR's Financial Rules
- Approve vouchers, including ABOD and project disbursements;
- Prepare financial status reports.

REQUIRED COMPETENCIES:

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input checked="" type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- University Degree in Accounting, Finance, Public or Business Administration, Economics or related field, OR university degree in another field combined with a professional qualification in accounting or finance (CPA/CIA or equivalent).
- Minimum two years of previous job experience in the field of accounting or finance.
- Excellent computer skills, in particular in MS Office applications
- Excellent communication skills.
- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Professional qualification in accounting or finance (CPA/CIA or equivalent).
- Working experience of at least one year in an intergovernmental organization (United Nations or similar).
- Good knowledge of United Nations administrative, human resources and financial rules and procedures.
- Working experience with PeopleSoft/Oracle Financial and/or HR modules.

Please note that all short listed applicants will be required to undertake a written test in addition to the normal interview process.