



**Job Opening
Finance and Budget Assistant
UNSMIL-GS5-JO002/2020**

Title:	Finance and Budget Assistant
Level/type:	GS-5 / Fixed-Term Appointment
Duty Station:	Tunis, Tunisia
Section:	Finance Unit
Number of Positions:	1
Date of Issue:	24 April 2020
Deadline for applications:	23 May 2020

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATIONS USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-JO002/2020).

ORGANIZATIONAL SETTING AND REPORTING:

This post is located in the Finance Unit within the Mission Support Service (MSS) of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tunis, Tunisia. The incumbent will be under the overall supervision of the Finance and Budget Officer.

UNSMIL's mandate as renewed in SC resolution 2486 of 12 September 2019 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support, on request, for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

**JOB DESCRIPTION:**

Within delegated authority, the Finance and Budget Assistant will be responsible for the following:

Strategic Resourcing and Stewardship

- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; Assists the supervisor/s in the elaboration of resource requirements for budget submissions.
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Assists and processes the mission's redeployment of fund requests in accordance with the established procedures.
- Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels.
- Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid.
- Managing and processing Imprest replenishment and process cash payments in according to UN financial Rules and Regulation for three currencies, i.e., TND, LYD and USD and assist custodians to reconcile their imprest.
- Ensure clearing of aged Accounts Payable/Accounts Receivable (AP/AR) including clearance of all Cost recovery debits and ensure all entities pay their due with no delay.
- Ensure timely processing of disbursement vouchers in Umoja ERP and generation of bank transfers

Performance Monitoring

- Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts 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: 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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. Builds consensus for task purpose and direction with team members. Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

QUALIFICATIONS:

Education: High school diploma or equivalent is required. Technical or vocational certificate in accounting, finance, budget, business administration, public administration or related fields is a required.

Work Experience: A minimum of five (5) years of experience in International Organizations or in the private sector in accounting, budgeting and financial management or related area is required. Experience working on the Tunisian Value Added Taxes (VAT), and on preparing the documents for declaration to the Tunisian government is desirable. Experience in Enterprise Report Planning (ERP) systems on running/managing AP/AR reports is desirable. Experience working in a United Nations common system field operation (including peacekeeping, political missions, United Nations agencies, funds and programs) in Field Finance Procedures Guidelines is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised fluency in Arabic and French is required, Knowledge of English is required.

ASSESMENT:

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

SPECIAL NOTICE:

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have



been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Tunisia must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

In order to meet the provisions of staff rule 4.7, all applicants shall be screened for family relationships. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

ADDITIONAL INFORMATION:

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.