

INTERNAL / EXTERNAL GENERIC JOB OPENING

Vacancy No.	MINURSO-19-GJO-003	Date of Issuance	19 August 2019
Post Title	Finance and Budget Assistant	Deadline	18 September 2019
Post No.	Generic Job Opening	Level	GL-5
Location	Finance and Budget Section, MINURSO, Laayoune		
Duties and Responsibilities			
<p>These positions are located in the United Nations Mission for the Referendum in Western Sahara. The Finance and Budget Assistant at this level usually reports to the chief of Section or to a Finance and Budget Officer or a Finance and Budget Assistant at a senior level. S/he assists in the overall financial resourcing and performance management of the mission's budget that includes the planning and implementation of the budgetary resources and monitoring and reporting of financial performance.</p> <p>Responsibilities</p> <p>Within delegated authority, the Finance and Budget Assistant will perform for the following duties:</p> <ul style="list-style-type: none"> ➤ Assist in the preparation of the mission's annual budget that includes collecting information from all the departments of the mission for the establishment of Major Resourcing Priorities, Result Based Budgeting, Cost estimates and other mission's resourcing requirements such as staff and non-staff requirements. Assist in the reviews, analyzes of requirements with respect to the finalization of the budget proposals. ➤ Assist in the preparation, reviews and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and instructions. Reviews and ensures valid variances between approved budgets and actual expenditures. ➤ Administer the allotments of the mission and keep records of redeployment of funds. Manage all the budget files, records and correspondences, particularly the finalized budget and performance documents and responses to all questions. ➤ Keep records of all timetable, deadlines and schedules and ensure that all the concerned departments are aware of the timelines. ➤ Assist for the effective use of budgetary resources through monitoring of budget utilization to the approved budget. Analyze variances between approved budgets and actual expenditures. Prepare analytical financial reports to be used to provide support and guidance to fund centers / sections on budget implementation and for corrective actions where necessary. ➤ Assist in the preparation of responses to audits and other queries to ensure adherence to the UN Financial Regulations and Rules. ➤ Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports. ➤ Liaise with the support center and fund centers, regarding payments. ➤ Performs other duties assigned by supervisor. 			

Qualifications and Experience

Education: Minimum High school diploma.

Work Experience: Five (05) years of experience in finance, budget, business administration or related area is required. Experience in budget formulation and budget formulation, financial monitoring, audit, financial reporting or other related areas would be desirable.

Language: Fluency in English is required; knowledge of another UN official language is desirable.

Other Requirements: Good knowledge of computer soft wares

Competencies

Professionalism: Knowledge of financial and budgetary principles and practices, budget development and financial administration of resources, budget formulation and budget analysis - 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.

Planning & 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

Accountability: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Applicants

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: minursovacancies@un.org
- Please note that hand carried applications, incomplete P.11s and curriculum vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter/e-mail subject.
- Qualified Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified female candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from the Job Opening deadline.

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.

Minimum salary: 190422 MAD

For Job Openings with MINURSO and the Personal History Form (P.11), please visit the following website:

<https://minurso.unmissions.org/job-openings>