



Ref. No.: HRSS/15/06/0883/zt

## TEMPORARY JOB OPENING ANNOUNCEMENT

<b>P-3</b>	<b>Chief, Trust Fund Unit</b>
TJO Grade Level	Functional Title
<b>Economic Commission for Africa/ Division of Administration/Finance Section</b>	
Department/Office/Division/ Service/Section	
<b>30/06/2015</b>	<b>14/07/2015</b>
Date of issue (DD/MM/YY)	Deadline (DD/MM/YYYY)

Duty Station:	<b>Addis Ababa</b>	Estimated Start Date:	<b>Effective immediately</b>
Duration of need:	<b>Three Months</b>	Possibility of Extension	<b>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></b>

### ***DUTIES AND RESPONSIBILITIES***

The post is located in the United Nations Economic Commission for Africa (UNECA), under Division of Administration within the Finance Section. This Position involves a variety of tasks, which include the maintenance, and validation of various operations with respect to fund accounting, resolution of queries from staff and other UN units, and the preparation of financial statements and bank reconciliation statements. The Chief Trust Fund Unit reports to the Chief of Finance Section. He/She will also have a functional reporting relationship to the Controller, OPPBA.

Within delegated authority, the Chief of Trust Fund will be responsible for the following duties:

- Maintain and validate various operations with respect to fund accounting under extra budgetary resources, resolution of queries from other Divisions.
- Prepare financial reporting under IPSAS and various schedules related to IPSAS reporting.
- Prepare various donor reports and management information reports with regard to extra budgetary funding.
- Attend meetings with donors and answer their queries.
- Analyse accounts and reviews/evaluates extra budgetary financial reports. Identifies problem transactions and irregularities in related accounts, resolving them in a timely and effective manner.
- Approves/Confirms that proposed obligations or expenditure for services, facilities supplies and equipment expenses, as well as those pertaining to personnel, are in accordance with the Financial Regulations and Rules of the UN, relevant appropriations and staffing tables and corresponding approved allotments.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Assists, prepares or consolidates financial statements for inclusion in the UN Financial Statements to be audited. Responds to internal/external audit observations.
- Provides advice and guidance concerning the United Nations' Financial Regulations and Rules and

#### Accounting Instructions.

- Provides authoritative interpretation of requirements for handling transactions.
- Coordinates and supervises the processing of various payments and recording expenditure related to extra budgetary funding.
- Monitors, analyses, and approves transactions for entry into the accounting system.
- Defines requirements and works with systems units with respect to production of relevant financial reports. Review and deal appropriately with accounts receivable. Take timely action in closing projects financially in the system.
- Participates in the development of accounting policies.
- Provides information needed to respond to audit findings.
- Performs other related duties as required.

### ***COMPETENCIES***

**PROFESSIONALISM:** Knowledge of accounting principles, procedures and standards. Ability to apply conceptual, analytical and evaluative skills in accounting operations. Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. 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.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honours 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.

### ***QUALIFICATIONS***

**Experience:** A minimum of five years of progressively responsible professional experience in accounting, finance, budget, administration.

**Education:** Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent is desirable. Knowledge in any ERP/SAP system is an advantage.

**Languages:** Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

### ***SPECIAL NOTICE***

**IMPORTANT:** Complete the application, P-11 form, available on the [www.uneca.org](http://www.uneca.org) webpage. No other version of CV will be accepted. All applications must be sent to [RecruitmentPPost@uneca.org](mailto:RecruitmentPPost@uneca.org) to receive consideration for employment.

When sending your application, please state in the subject line which position you are interested in as indicated below. Do not send general applications.

The human resources office will evaluate your application to ensure that you meet the minimum qualifications of the position and will provide the hiring manager with a list of eligible candidates.

Only those applicants who are being considered will be contacted for an interview.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

DOCUMENTS REQUIRED:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Cover Letter   |
| <input checked="" type="checkbox"/> | Personal History Profile (visit <a href="https://inspira.un.org">https://inspira.un.org</a> to generate a PHP) |
| <input checked="" type="checkbox"/> | Proof of required academic credentials (for external applicants)   |
| <input checked="" type="checkbox"/> | Employment verification letter from most recent employer (for external applicants)                             |
| <input checked="" type="checkbox"/> | Last two completed Performance Appraisal or two Reference Letters for external applicants                      |
| <input type="checkbox"/>            | Other:   |

ALL SUBMISSIONS TO BE SENT TO [RecruitmentPost@uneca.org](mailto:RecruitmentPost@uneca.org)

Subject line: - TJO, Chief Trust Fund Unit, P-3, HRSS/15/06/0883/zt

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position

authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments, please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English) .