

United Nations International Residual Mechanism for Criminal Tribunals

Finance and Budget Assistant, FS-5

DEADLINE FOR APPLICATIONS	:	29 May 2020
DATE OF ISSUANCE	:	30 April 2020
OFFICE	:	Registry, Finance Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	20-FIN-RMT-135035-R-ARUSHA (R)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Administrative Section of the Registry of the United Nations Mechanism for International Criminal Tribunals (MICT) (Arusha Branch), the incumbent will work under the supervision of the Chief of Finance.

Responsibilities:

The incumbent will perform the following duties:

Financial Accounting

- Coordinates and supports the preparation and production of MICT Arusha Branch financial reports and schedules.
- Records obligation documents, accounts receivable and payable, and maintains specific general ledger accounts.
- Reviews, reconciles and prepares monthly reports for incoming receipts and outgoing expenditures and billings.
- Clarifies and interprets any intricacies that may arise in the course of the records reconciliation, including UNDP SCA reports, and billing reports with ICTR/ICTY.
- Prepares journal transactions ensuring compliance with established rules and procedures.
- Coordinates/processes payroll based on personnel actions and salary distribution forms.
- Coordinates/processes payments to ad hoc officials.
- Coordinates/processes payments in connection with purchase of goods and services, ensuring compliance with rules, and that proper documentations and requirements have been fully met.
- Examines and processes travel claims in accordance with relevant rules, circulars and instructions; ensures that proper supporting receipts conform to the authorized itinerary.
- Ensures that funds/prior approval have been properly provided and authorized, recovering travel advances in excess of entitlements.
- Generates payments from the accounting system and effects payments in the electronic banking system, ensures that all payment vouchers are properly certified and approved before payments are effected.
- Acts as cash custodian, updates cash balances and prepares cash reconciliation.
- In the absence of the Supervisor, acts as approving officer for accounting and other financial transactions.
- Responds to queries from staff members and third parties.
- Prepares routine correspondence with respect to enquiries related to relevant financial and accounting matters.
- Maintains and keep up-to-date files.
- Liaises with the Finance Section in The Hague concerning all finance related matters affecting the MICT Arusha Branch.

Budget

- Assists in the preparation of the proposed programme budget and performance reports of the MICT Arusha Branch.
- Prepares drafts of internal documents containing approved appropriations of the MICT Arusha Branch.
- Assists in overseeing the on-going budget activities throughout the year, including: budget allocations, budget implementation, redeployment of resources, performance reports and other budget reports, as required.
- Monitors the accounts on a monthly basis, projects expenditures and recommends appropriate redeployment of resources when required.
- Prepares cost plans and compiles statistics on vacancies and other budget related matters as required.
- Prepares and sends monthly reports to New York on post vacancies.
- Respond to queries on budget matters.
- Liaises with the Budget Section in The Hague concerning all budget related matters affecting the MICT Arusha Branch, including staffing table control.
- Assists in overseeing extra budgetary activities related to the MICT Arusha Branch.
- Maintains Panel of Certifying Officers of the MICT Arusha Branch.
- Other relevant duties as assigned by the Supervisor.

Core 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
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calm in stressful situations. Demonstrates commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning and Organising** – 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.

MANAGERIAL COMPETENCIES

- **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organisation. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

QUALIFICATIONS

Education:

High school diploma or equivalent. Specialized training in finance and/or budget is an asset.

Work Experience:

Eight (8) years of progressively responsible experience in financial and budget matters. Preferably in an international organization. Knowledge of SAP (FI) is required.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French and/or Kiswahili is an asset.

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

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United Nations Considerations

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.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
