

United Nations International Residual Mechanism for Criminal Tribunals

Finance Assistant (2 Positions), G-5

DEADLINE FOR APPLICATIONS	:	17 October 2023
DATE OF ISSUANCE	:	18 September 2023
OFFICE	:	Registry/ Finance Section
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	23-FIN-RMT-218210-R-THE HAGUE (R)

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

Organizational setting and Reporting:

These positions are located in the Finance Section, Registry, The Finance & Budget Assistant reports to Chief of Finance.

Responsibilities:

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

Budget:

- Assists in the preparation of supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.
- Assist in the development of resource requirements for budget submissions and in preparation of budget performance submissions.
- Research/compiles data and other information required by the Chief of Finance in the review and analysis of relevant proposals.

Claims:

- Verifies and prepares less complex payments to third parties, commercial entities, and individuals, with respect to settlement of certified death and disability, contingent-owned equipment, stores, pay and allowances, and letters of assist claims.

Treasury:

- Reviews incoming payment instructions with regard to banking details and sources of funds.
- Prepares payments for final disbursement by Treasury.
- Creates receipts and deposits for all incoming funds.
- Notifies payees of status of payments.
- Assists staff members, Fund Management Officers and donors regarding queries on payment and deposit-related issues.
- Identifies and annotates bank account movements.
- Files and archives documentation as required.

General:

- Keeps up to date on documents/reports/guidelines that have a bearing on matters related to programme budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Drafts routine correspondence with respect to enquiries related to relevant financial and budget matters.
- Maintains and keep up-to-date files.
- Provides administrative support to the Head of the organizational unit and/or Finance/Budget Officer(s), as required.
- Performs other related duties, as assigned.

Core Competencies:

- **Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. 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. 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.
 - **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies
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clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: A minimum of five (5) years of experience in finance, budget, accounting, administrative services or related area is required. The minimum year of relevant experience is reduced to three (3) years for candidates who possess a first-level university degree or higher.

Experience working with the finance module of Enterprise Resource Planning (ERP) system such as SAP or similar system is desirable.

Experience in the application of UN Financial Rules and Regulations or other similar international organization is desirable.

Experience with International Criminal Tribunals is desirable.

Experience with organizations reporting under IPSAS is desirable.

Experience performing data analysis for complex data sets using Excel, Access, Power BI, or Umoja BI is desirable.

Language: English and French are the working languages of the Mechanism. For the post advertised, fluency in spoken and written English is required.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 as an 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.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (The Hague 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>
