

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 30 November 2023)

Finance Officer, P-3

DEADLINE FOR APPLICATIONS	:	26 September 2023
DATE OF ISSUANCE	:	20 September 2023
OFFICE	:	Registry/Finance Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	23-FIN-RMT-218581-J-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Finance Section, Registry of the International residual Mechanism for Criminal Tribunals (IRMCT), The Hague under the supervision of the Chief Finance Officer.

Responsibilities:

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

- Manages achievement of Key Performance Indicators (KPIs) and all components for IRMCT projects/programmes/operations related to the Accounts Unit.
- Ensures that outputs produced by the team maintain high quality standards; reports are clear, objective, and based on comprehensive data.
- Plans, organizes, manages, guides, trains, supervises work of the team assigned. Plans and oversees the management of the activities undertaken by the team.
- Reviews and undertakes the closing of monthly accounts, followed by preparation of financial statements for submission to Headquarters.
- Ensures that accounting records derived from IPSAS compliant Trial Balances are maintained.
- Scrutinizes source documents for completeness, accuracy and validity of reported figures and underlying transactions.
- Assists in development of the Section annual budget development Programme, particularly with respect to the establishment of major resourcing priorities, prepares cost estimates and budget proposals, in terms of resourcing requirements such non-staff requirements, including programmatic aspects; reviews, analyzes and revises data with respect to the finalization of the budget proposals as well as Result Based Budgeting (RBB) inputs.
- Participates in preparation, reviews and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and Controller's instructions; reviews and ensures valid variances between approved budgets and actual expenditures.
- Participates in developing inputs to the UN's legislative processes for consideration of IRMCT financing requirements by Controller's Office, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the Fifth Committee of the General Assembly.
- Reviews and approves supporting vouchers for accounting transactions such as payroll, payment of staff entitlements, final payments, travel claims, vendor invoices, agencies, and any other allowances for payments in conformity and adherence to applicable United Nations policies e.g., staff rules, financial regulations and rules, ST/AI issuances or practices, IPSAS policy framework etc.
- Provides advice, financial interpretations, adaptations, and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars
- Ensures the integrity of financial and management systems and the controls that underpin them; reports findings and makes recommendations to Chief Financial Services.
- Acts as Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.
- Ensures that the established IPSAS compliance monitoring and Internal Control Framework (ICF) is fully implemented, and any deviations documented and reported.
- Reviews and verifies completeness of documentation supporting invoices and payment requests.
- Performs other duties as may be assigned.

Core Competencies:

PROFESSIONALISM : Knowledge of financial and budgetary management principles and practices. Ability to independently conduct research and analysis, formulate options and present 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.

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• **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 honours commitments; delivers outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility of delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

Education:

Advanced university degree (master's degree or equivalent degree) in business administration, finance, or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Certification as a Certified Public Accountant (CPA), Chartered accountant (CA) or equivalent is desirable.

Experience:

A minimum of five (5) years of progressively responsible experience in finance, administration, budget, business administration or related area is required. For bachelor's degree holders, seven (7) years of progressively responsible experience will be necessary.

Experience with International Criminal Tribunals is desirable.

Experience with application of International Public Accounting Standards (IPSAS) or similar standards is desirable.

Experience in SAP/FI module is desirable.

Experience in applying advanced Microsoft Excel, Word, PowerPoint, Power BI and data analysis to financial tasks is desirable.

Language:

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

Assessment:

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

Special Notice:

This position is temporarily available until 30 November 2023 with the possibility of extension.

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

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.

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.

Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.

This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.

Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment

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opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

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. 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.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. 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.

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.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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. (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>

No Fee

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