

United Nations International Residual Mechanism for Criminal Tribunals

Finance Assistant FS-5

DEADLINE FOR APPLICATIONS	:	01 October 2022
DATE OF ISSUANCE	:	02 September 2022
OFFICE	:	Registry, Finance Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	22-FIN-RMT-190062-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 (IRMCT) (Arusha Branch), the incumbent will work under the supervision of the Chief of Finance.

*Appointment of the successful candidate to this position will be subject to budgetary approval.

Responsibilities:

The incumbent will perform the following duties:

Financial Accounting

- Coordinates and supports the preparation and production of IRMCT 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.
- 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 IRMCT Arusha Branch.

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 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.
 - **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.
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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. Minimum three years of SAP (FI) experience is required. Minimum three years of IPSAS experience 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.

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 to this position will be subject to budgetary approval.** 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.

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.

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.

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.

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

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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>
