



## UNMIS

### TEMPORARY VACANCY ANNOUNCEMENT (TVA)

**TVA No. UNMIS-GS-10-012**

**Position: Finance Assistant - GL-5**

**Date Posted: 23 September 2010**

**Deadline: 06 October 2010**

**Location: Juba (1 post), Malakal (1 post), Wau, (1 post)**

The United Nations Mission in Sudan (UNMIS) requires **Finance Assistant, GL-5**, for an initial period of nine (9) months to assist in the below-mentioned areas.

#### **RESPONSIBILITIES:**

Under the supervision of the Finance Officer, the Finance Assistant will perform the following duties:

- Record and reconcile more complex accounting transactions;
- Examine and record UNMIS' Financial transactions and prepare remittances for disbursement;
- Reconcile bank accounts in Sudanese Pounds and US Dollars;
- Assist in the processing of payments to vendors for goods and services. This includes among other things, calculating, inputting, and checking payments for correctness and communicating discrepancies to supervisors;
- Assist in processing payments to staff members for their entitlements including salaries and claims;
- Draft/prepare memoranda and/or faxes to various UNMIS sections, and UN Headquarters, New York;
- Respond to queries from staff members and third parties;
- Perform other duties as may be required.

#### **Competencies:**

**Professionalism:** Ability to grasp concepts; logical and analytical approach to solving problems.

**Technological Awareness:** Computer and computer packages used in the financial fields

**Teamwork:** Ability to establish and maintain good working relations with people of different national and cultural backgrounds.

**Communication:** Good interpersonal relations skills including the ability to convey messages clearly.

#### **Qualifications:**

**Education:** High school diploma or equivalent. Post secondary education at college, university or specialized training institution in Accounting/Business Administration is an asset. Accounting Diploma would be also an asset.

**Experience:** At least five (5) years of experience in finance/accounting. Experience with UN/NGO or other international bodies is an added asset.

**Language skills:** Fluency in written and spoken English and Arabic. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

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**Candidates with relevant experience and qualifications who wish to be considered for this temporary assignment may indicate their interest by email to [UNMIS-TVA@un.org](mailto:UNMIS-TVA@un.org) by close of business on **06 October 2010**, citing the above TVA number in the subject line and enclosing their up-to-date Personal History Form (P11) or Profile (PHP); Cover Letter (letter of motivation or application letter); Academic Certificate(s); Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable); three (3) letters of reference from former employers or academic instructors. While this temporary assignment will provide the successful applicant with an ideal opportunity to gain additional work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Should a United Nations staff member be selected for this temporary assignment, he or she will maintain a lien on his or her post. External applicants may only be considered when it has not been possible to identify suitable internal candidate **Equally-qualified female candidates are encouraged to apply.****