



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-10-079

VA Issuance Date: 23 September, 2010

Deadline for Applicants: Open¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<i>Title: Finance Assistant</i>	<i>Grade: GL-6</i>	<i>Region (please indicate preference in application): Khartoum (MIS894240)</i>
POST OPENED FOR SUDANESE NATIONALS ONLY		
<i>Women are strongly encouraged to apply²</i>		

¹ Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

Duties and Responsibilities:

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

- Record and reconcile more complex accounting transactions involving the matching of multiple invoices against the corresponding obligation lines;
- Train/support GL-5 and GL-4 Finance Assistants with respect to the letter and the intent of the rules surrounding financial transactions;
- Draft and/or process more complex correspondence/e-mails, based on research into the relevant rules, while providing explanations to more senior staff;
- Provide expert advice and assistance to manager, staff, and other Finance staff with regard to the calculation of MSA, VLA, salary, vendors payments in line with United Nations Financial Regulations, Rules and Procedures.
- Examine and record UNMIS' Financial transactions and prepare remittances for disbursement;
- Reconcile bank accounts in Sudanese Pounds and US Dollars;
- Ensure that the processing of payments to vendors for goods and services is accurate. This includes among other things, calculating, inputting, and checking payments for correctness and communicating discrepancies to supervisors;
- Processing payments to staff members for their entitlements including salaries and claims;

- Prepare memoranda and/or faxes to various UNMIS sections, and UN Headquarters, New York;
- Respond to queries from staff members and third parties;
- Assist in the closing of monthly accounts and preparing financial statements for submission to the Headquarters;
- Reconcile and review suspense accounts and ensure that proper clearance procedures have been followed;
- Examine the validity of requests for increases in imprest levels;
- Review various accounting transactions, e.g. payroll, education grants, final payments, travel claims, etc., to ensure correctness of disbursements and adherence to relevant staff rules, financial regulations and rules, administrative instructions and practices; Assisting in the processing of payments to governments and vendors for goods and services;
- Compute staff entitlements and assist in the processing of payments to staff members regarding their entitlements, including salaries, claims, hazard allowance and monthly mission allowance;
- Provide guidance and training to colleagues as required;
- Keep up-to-date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures;
- Perform other duties as assigned by the supervisor.

Competences:

Professionalism – Thorough knowledge in the use and application of the Organization’s financial regulations and rules as well as accounting policies and practices; knowledge, skills and ability to extract, interpret, analyze and format data across the full range of finance, accounting and budget functions; demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps; familiarity with the unit’s operations and objectives.

Planning and Organizing – Very effective organizational skills and ability to establish priorities and to plan, co-ordinate and monitor work plan and that of more junior staff; ability to work under pressure and cope with deadlines.

Commitment to Continuous Learning – Initiative and willingness to learn new skills.

Technological Awareness – Solid computer skills, including proficiency and in-depth knowledge of IMIS financial modules and applications as they relate to accounting procedures; knowledge of Sun System and Progen; proficiency in various spreadsheet and word processing applications.

Teamwork – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Communication – Good written and spoken communications skills; ability to write in a clear and concise manner and to provide detailed explanations orally.

Qualifications:

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

Experience: At least six (6) years of experience in Finance/Accounting. Experience with UN/NGO or other international bodies is an 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.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);**
- 2- The United Nations Personal History form (P-11);**
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;**
- 4- 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);**
- 5- Three (3) letters of reference from former employers or academic instructors.**

By email:

All applicants are strongly encouraged to apply by e-mail and **MUST** include **ONLY** the VA No. in the subject line of their email.

E.g. UNMIS-GS-10-079

General Services: unmis-recruitmentgs@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111

Sudan

By Hand

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid.

By Fax:

Outside Sudan – 00 249 187 086200

Inside Sudan – 0 187 086200