



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: 27/02/2019

PART 2A – IDENTIFICATION OF POSITION

Position No: **10029453**

Position Title: **Senior Admin/Finance Assistant (PSP)**

Position Grade: **G-5**

Position Location : **Rome, Italy**

Functional Group⁽¹⁾ : 5.3.b

Supervisor Position No., Title & Grade: **10020873, Associate PSP Officer (FR Support), P2**

CCOG Code ⁽¹⁾ : 2.1.03.a

Job Code ⁽¹⁾ : 003652

Category: ⁽¹⁾ : STD*

(1) To be completed by JET

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The Snr. Admin/Finance Assistant (PSP) will support the Associate PSP Officer (FR Support) in all processes, ensuring that there is adequate oversight and control of the PSP investment, expenses and income recording.

The incumbent will work with PSP staff in Italy, as well as with the Support Unit in PSP Brussels, Copenhagen and Geneva. H/She will also have close working relationship with the finance services in UNHCR, and will liaise with the Regional Office for Southern Europe (ROSE).

The incumbent will support the coordination of all PSP Italy Admin, Finance and Support tasks. Furthermore directly supervise junior affiliate workforce staff in the Support team.

2.2 FUNCTIONAL STATEMENT. Describe the accountabilities, responsibilities and authorities associated with the position.

Accountability (key results that will be achieved)

- PSP Admin and finance related tasks are performed and implemented according to UNHCR rules, policies and PSP processes.
- Adequate control mechanism is in place for the PSP investment, expenditure and income.
- Admin and financial support is reliable and at the expected UNHCR and PSP standards.
- Technical procedures related to more than 70.000 monthly bank transactions coming mainly from regular donors are timely and properly carried out.
- Travel and office maintenance tasks are duly performed.

Responsibility (*process and functions undertaken to achieve results*)

- Assist the Associate PSP Officer (FR Support) with the preparation of the annual budget, budget analysis and financial planning.
- Assist the Associate PSP Officer (FR Support) with the preparation of the annual, quarterly, mid-year and monthly income and expenditure reports.
- Assist the Associate PSP Officer (FR Support) with ad-hoc reviews, internal controls, audits and quality reviews.
- Provide the Associate PSP Officer (FR Support) with a solid ABOD planning based on a precise estimate of office and travel costs
- Ensure accurate and timely income recording in MSRP and monthly reconciliation of the income bank accounts managed by PSP.
- Ensure accurate and timely expenditure recording in MSRP and monthly reconciliation of expenditure.
- Ensure best practices and procedures for financial and administrative management and office management are implemented and assist in organizing and providing training and advice when required.
- Coordinate and supervise all admin/finance related tasks for the AOR.
- Provide guidance and coaching to administrative staff performing admin, finance and programme related functions.
- Prepare MSRP Requisitions, Purchase Orders and payment Vouchers.
- Prepare monthly salaries' payments for PSP staff based in Italy.
- Coordinate the monthly earmarking process based on donations received.
- Ensure training, coaching and direct control on MSRP and travel related tasks.
- Ensure oversight on office maintenance and IT service.
- Ensure that all financial deadlines are met.
- Undertake appropriate actions in absence of supervisor in order to avoid delays in routine activities.
- Perform other related duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Enforce compliance with the UN/UNHCR rules and regulations.
- Prepare documents, reports and memos for the authorizing officer's approval.
- Clear information and calculations related to travel administration and finance activities.
- Access the relevant information and financial records (MSRP data).
- Supervision of admin/finance AWF.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input checked="" type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input checked="" type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Completion of secondary education with post-secondary certificate/training in Business Administration, Finance, Human Resources or other related fields.
- Minimum 5 years of relevant working experience, preferably with UNHCR or another UN Agency.
- Excellent computer skills and practical experience in working with Excel and an ERP or similar accounting system.
- Fluency in English and Italian.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: *UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Knowledge of UNHCR administrative and financial rules and procedures.
- Knowledge and working experience of MSRP Finance module.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.
- Knowledge and working experience of MSRP/ERP.
- Finance skills.
- Experience in working with MSRP.
- Good knowledge of MS Office including Access.

Advertisement date:	13/03/2019
Application deadline:	26/03/2019 at 23:59
Expected contract starting date:	May 2019
Initial contract duration:	1 year (Fixed-Term Appointment)

PLEASE NOTE:

Candidates must have the right to work in Italy at the time of application.

To apply, please download the Personal History Form (PHF) and Supplementary Sheet at: <http://italy.unhcr.io/land.php>. Then signup/login and complete the online application form.

Only the present PHF and Supplementary Sheet(s), if any, will be considered as valid application documents. No CVs, old P.11 form or other UN agency application forms will be accepted.

PHFs must be signed for an application to be considered as valid.

Only short-listed candidates will be contacted for the assessment.

Shortlisted candidates will be assessed through a written test and an oral interview.

For application-related queries, please write to itarovacancies@unhcr.org.