



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

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| Vacancy No. | 02/01/2020 |
| Post Title | Finance and Budget Assistant |
| Level | GL-4 (Fixed-Term) |
| Organizational Unit | Medical, Staff Counselling and Welfare Section (Joint Medical Service) |
| Location | Kabul HQ |
| Number of posts | 01 |
| Issuing Date | 22/01/2020 |
| Closing Date | 05/02/2020 |

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date. **The selected candidate will be processed under UNDP contract.**

QUALIFICATIONS AND EXPERIENCE

Under the overall supervision of the Chief Medical Officer and with other operational units, the Finance Assistant is responsible for the following duties:

Finance/Budget

- Ensures financial services are in accordance with UN rules, regulation, policies and provide guidelines to JMS management team on the JMS cost shared Budget.
- Prepares monitors and reports on the JMS annual budget. Assist in the collection of data for preparation of cost estimates and budget proposals for the staff and non-staff requirements.
- Prepares monthly, quarterly and annual financial reports, including regular reports to the Steering Committee and participating Agencies Funds & Programs (AFPS) as required.
- Performs continuous monitoring of accounts receivables and payables (Vendors and individual contractors for goods/services provided).
- Manage the requisition process for the JMS, including raising shopping carts, fund commitment and perform periodic review of commitments.
- Performs monthly reconciliation of reimbursements from health insurance companies against JMS/Umoja records and follow-up as required.
- Ensures that accurate and complete accounting and internal controls systems are functioning and that all relevant records are maintained in accordance with UN Financial Rules and Regulations.
- Supports the JMS implementation procedures, develop and maintain the JMS transactional database.
- Ensures that requisitions for goods and services are in line with authorized budgets and are in accordance with the priorities of the organization and the UN Financial Rules and Regulations.
- Tracks medical supplies through proper demand planning, acquisition plans and monitoring of relevant stock levels.

General Administration

- Provides administrative support in the absence of the Medical Administrator.
- Performs other related administrative duties as may be required by the CMO.

- Support day-to-day operations through liaising with the various components in the mission and the local health care providers.
- Liaise closely with medical staff to ensure efficiency in the JMS operations.

The work assignment implies frequent interaction with the following:

- The incumbent is required to communicate with JMS staff in Kabul, AFPS, Finance and Budget Staff both in Kabul and Kuwait Support Office.

Expected outputs and deliverables:

- Financial services are following UN rules, regulations and policies and provide guidelines to JMS management team on the JMS cost shared budget.
- Annual Financial reports are prepared at the request of senior management and support provided in the drafting of annual budgetary documents.
- Preparation of quarterly JMS cost shared financial/budget reports.
- Monthly reconciliations are prepared on reimbursements from all health insurance companies against JMS/Umoja records.
- Overseeing requisition for all goods and services and track medical supplies through proper acquisition plans.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent. Technical or vocational certificate in accounting, finance, Budget or related fields is a requirement.

Work Experience: A minimum of two (2) years of experience within the United Nations system or in the private sector in accounting, budgeting and financial management or related area.

Languages: Fluency in written and oral English and Dari/Pashtu is required.

Special measure:

The minimum work experience for GL-4 is reduced to 2 years, instead of the standard minimum requirement work experience of 3 years, subject to approval of the special measure. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive

partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

APPLICATIONS

- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_support@un.org
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Please copy past the **VA#02/01/2020** on the subject line of your e-mail.**
- **Applicants should indicate VA Number as **VA#02/01/2020** in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.