



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

FAST TRACK

Position: ADMINISTRATIVE/FINANCE ASSISTANT
Category: General Services / GS4
Duty Station: Boa Vista, BRAZIL
Start Date: Mid of April 2018
Est. Monthly Gross Salary: BRL 8,600.00 per month

1. OPERATIONAL CONTEXT

To step up a response to the ongoing arrival of Venezuelans, UNHCR in Brazil has strengthened its presence in border areas of neighbouring countries to better provide basic humanitarian assistance including through multi-purpose cash grants, and to support government registration, documentation and RSD processed as advocating for alternative legal pathways with protection safeguards.

2. ORGANIZATIONAL CONTEXT

UNHCR has established presence in the states of Roraima (Boa Vista) and Amazonas (Manaus) on 12 June 2017 through the creation of Field Units.

The Admin/Finance Assistant will provide clerical assistance to the Head of Field Unit to ensure that routine services and activities within the admin/finance domain are properly administered and implemented. The incumbent will receive regular guidance from his/her supervisor and from the Admin officer in Branch Office Brasilia. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the supervisor.

3. FUNCTIONAL STATEMENT

- Assists in maintenance of financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
- Prepares recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons;
- Prepares detailed cost estimates and participates in budget analysis and projections as required;
- Assists in processing of entitlements, issuance of contracts and maintenance of various personnel records and files;
- Prepares correspondence and reports, as required, on general administrative and financial tasks.
- Assists in the preparation of office budgets applicable to staff and servicing costs and maintains budgetary control records.
- Assists in requisitions of office supplies and equipment locally and abroad and arranges for control of distribution and maintenance of appropriate inventory records;
- Performs other duties as required.

4. REQUIRED COMPETENCIES

a) Cross-functional:

- Analytical thinking
- Planning and Organizing

5. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in Accounting, Business Administration, Finance, Office Management, Human Resources or other related field.
- Minimum 3 years of job experience relevant to the function;
- Computer skills (MS office and People Soft applications).
- Fluency in Portuguese and English.

6. DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge in UNHCR admin and financial rules, procedures and processes;
- Knowledge and working experience of MSRP (Peoplesoft);
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN or local languages.

All applications must be submitted in English and include signed Personal History Form (PHP) and motivation letter.

Complete application package must be sent to brabrhr@unhcr.org by 13 March 2018, with the subject line “ADMIN/FINANCE ASSISTANT”. Both PHP and motivation letter files must be named with the candidate’s full name, e.g. “NAME LAST NAME – PHP”.

[Applications that do not meet the above specifications will be automatically disqualified.](#)

Kindly note that UNHCR-Brazil does not issue receipt of applications. Only shortlisted candidates will be contacted for the next phases of the selection process.