

UNHCR VACANCY ANNOUNCEMENT

External advertisement

Ref. SPA/2019/03

Date of advertisement: 01/02/2019

Application deadline: ~~17/02/2019~~. Extended to 24/02/2019

This is a UNHCR standard Job Description.

IDENTIFICATION OF POSITION

Position No.: **10026580**

Position Title: **Administrative/Finance Assistant**

Position Grade: **General Services Level 4**

Position Location: **Madrid (Spain)**

Duration: **Initial appointment for 1 year. Subject to subsequent extensions**

Start: **As soon as possible**

POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT.

In the last few years, UNHCR Spain has significantly expanded its presence in the country, range and scope of activities and number of employees and affiliates. The operational context in which the Office operates now has become more complex and challenging, frequently operating in demanding and urgent circumstances. In order to adequately respond to the present exigencies and needs, the Office seeks to reinforce its core structure.

The Admin. / Finance Assistant provides administrative and financial support in UNHCR Spain. The position is based in Madrid although it also provides remote support to the field units in Melilla, Málaga and Algeciras. The areas to which this position directly provides assistance are: finance related (payments, bank reconciliation), procurement related (suppliers database, quotations, biddings and tenders, purchase orders), travel related (travel advance and claim processing, travel arrangements), personnel related (vacancies management, tests administration, absence management), general building maintenance arrangements and other more general administrative tasks. The position directly reports to the Admin. / Finance Associate position and requires internal liaising within the Office and with other offices or departments within the Organization, and external liaising with suppliers and other entities or individuals. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices.

2.2 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.

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.

<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 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 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.

- Completion of Secondary education or equivalent technical or commercial school with certificate/training in 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);
- Excellent knowledge of Spanish;
- Working knowledge of English.

2.5 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 language.



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

How to apply - PLEASE READ CAREFULLY:

Please note that this is a local position for which having a valid working permit in Spain is required.

Please submit a **signed [Personal History Form](#)** and, if needed, supplementary sheets, in English by e-mail with the vacancy title “Admin. / Finance Assistant Ref. SPA/2019/03” in the subject line to spamavac@unhcr.org **no later than 24/02/2019, 23:59 CET.**

Only complete applications submitted by e-mail with the required **signed attachments in pdf format** will be considered.

E-mails without vacancy title “Admin. /Finance Assistant Ref. SPA/2019/03” in the subject line will not be considered.

No late applications will be considered.

Only applications from candidates who are short-listed will be acknowledged.

Short-listed candidates will be required to sit a written test and to hold an interview.