



UNHCR JOB DESCRIPTION (STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Administrative/Finance Associate**

Position Grade: **G6**

Position Location :

Supervisor Position No., Title & Grade:

CCOG Code ⁽¹⁾ : 2.A.12

Job Code ⁽¹⁾ : 000015

(1) To be completed by PCU

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 incumbent is normally supervised by the (Snr.) Admin/Finance Officer who defines general work objectives and provides necessary advice and guidance. The Admin/Finance Associate may supervise some support staff in which case Managerial competencies M001 and M002 (under 2.3 below) are applicable and should be selected by the staff member and manager in the context of Performance Appraisal Management (e-PAD).

The incumbent keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with local suppliers, banks and financial institutes on subject matters which may be of importance to the Organization.

2.2 FUNCTIONAL STATEMENT

1. Performs personnel administration tasks including interpretation and processing entitlements, issuance of contracts and maintenance of various personnel records and files;
2. Assists in conducting preliminary interviews of candidates, administering typing exams and recruitment of GL staff;
3. Conducts surveys of local cost of living, DSA rate and servicing staff, housing rental and collects information on the above-mentioned.
4. Prepares travel authorization, ID cards and other personnel related documents for staff;
5. Record vouchers in MSRP Finance and Supply Chain application, prepares monthly replenishments, maintains Petty Cash, enters Requisitions and Purchase Orders. Prepares monthly reports on accounts for submission, as needed. If required, assists in preparation of ABOD and submission along with Country Operation Plan;
6. Prepares, updates, maintains inventory records of non-expendable equipment for submission to the main office. Orders and controls stationary supplies;
7. Attends meetings and participates in discussions of new or revised procedures and practices on administration and finance matters; interprets and assesses the impact of changes and makes recommendations for follow-up action;
8. Performs other duties as required.

2.3 REQUIRED COMPETENCIES.

- | <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 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 with post-secondary certificate/training in Business Administration, Finance, Office Management, Human Resources or other related fields;

Minimum 6 years of previous job experience relevant to the function;

Computer skills (MS office and People soft applications)

Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES

Knowledge of UNHCR administrative and financial rules and procedures.

Knowledge and working experience of MSRP Finance and EPM Budget applications.

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Knowledge of another relevant UN or local languages.