



**United Nations High Commissioner for Refugees (UNHCR)**

**Internal / External Vacancy Announcement**

**Vacancy Notice No. 19/LIM/040**

<b>Title of Post</b>	<b>Administrative and Finance Associate</b>	<b>Category/Grade</b>	<b>G6</b>
<b>Post Number</b>	<b>10031124</b>	<b>Reporting Date</b>	<b>Immediately</b>
<b>Type of Contract</b>	<b>Fix Term Appointment (Initial contract – 1 year)</b>	<b>Date of Issue</b>	<b>14 October 2019</b>
<b>Location</b>	<b>Tumbes, Peru</b>	<b>Closing Date</b>	<b>28 October 2019</b>

**Organizational Context** (role of the position within the team, describing its leadership roles, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent):

The Administrative/Finance Associate will report to the Head of Field Office. They are expected to maintain frequent contact 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.

**Duties, Responsibility and Accountability**

- Performs personnel administration tasks including interpretation and processing entitlements, issuance of contracts and maintenance of various personnel records and files;
- Assists in conducting preliminary interviews of candidates, administering typing exams and recruitment of GL staff;
- Conducts surveys of local cost of living, DSA rate and servicing staff, housing rental and collects information on the above-mentioned.
- Prepares travel authorization, ID cards and other personnel related documents for staff;
- 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;
- Prepares, updates, maintains inventory records of non-expendable equipment for submission to the main office. Orders and controls stationary supplies;
- 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;
- Performs other duties as required.

### Required Competencies:

#### **Managerial Competencies:**

- Managing Resources

#### **Cross Functional Competencies:**

- Analytical Thinking
- Planning and Organizing

### Essential Minimum Qualifications and Experience

- 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 Spanish and working knowledge of English;
- Judgement and decision making, analytical thinking, political awareness and stakeholder management.
- Good computer skills;
- Excellent interpersonal and communicational skills.

### 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.

### Submission of Applications

**This vacancy is open for qualified Peruvians only.** Female candidates are encouraged to apply

### **IMPORTANT**

Candidates who wish to be considered for this position should send their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>). All documents must be in PDF format. File name should include the candidate's last name.

**Written test may be administered.**

**All candidates** should submit their application via e-mail to [admin.peru@unhcr.org](mailto:admin.peru@unhcr.org)

Please quote the following Reference in the subject line and in your motivation letter:  
**Admin\_Finance\_Assoc\_FTA\_10031124**

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.
- Please no phone calls. All queries should be done by e-mail.