

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. BRABR/2019/072**

<b>Title of Post</b>	<b>Senior Administrative/Finance Assistant</b>	<b>Category/grade</b>	<b>LICA - 5</b>
<b>Post Number</b>	<b>N/A</b>	<b>Type of Contract</b>	<b>UNOPS LICA</b>
<b>Location</b>	<b>Brasilia, Brazil</b>	<b>Date of Issue</b>	<b>September 10, 2019</b>
<b>Closing Date</b>		<b>September 15, 2019</b>	

**Operational Context:**

The Senior Admin/Finance Assistant normally reports to the Administrative Officer. He/she receives regular guidance and instructions from the supervisor on procedural aspects of the work. 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.

He/she may liaise with local suppliers, banks and/or financial institutions on routine subject matters under the direction of the supervisor. The incumbent maintains regular contact on a working level on routine issues with other UNHCR offices, UN agencies and commercial contractors in the area to facilitate performing the payment procedures on time. The duty of the incumbent is to support, monitor and analyze key financial information related with bank statements and the processing of payments with efficiency to avoid oversights that can affect the accurate control of the implemented resources and funds.

All UNHCR staff members are accountable to perform their duties and tasks as reflected in the job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect of diversity.

**Functional Statement:**

- Maintains financial records and monitoring systems to guarantee the obtaining of updated figures and percentages of implementation on a regular basis.
- Records and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
- Process financial vouchers (non-PO/PO vouchers) of fixed expenses, salaries, reimbursement of petty cash, special advances to suppliers and others requested from other Units.

- Review that supporting documents are attached to each payment that will be processed complying with the policies and procedures.
- Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data in the vouchers in the system.
- Keeps track of the open items generated in the system to close them within the established timeframe.
- Analyse financial transaction reports to complete the monthly bank reconciliation.
- Assists in preparing administrative budget submission for entire year; maintains liaison with officials of local bank to obtain day-to-day information in exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Performs other duties as required.

### **Essential Minimum Qualifications and Experience:**

- 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 5 years of job experience relevant to the function;
- Computer skills (MS office and People Soft applications);
- Advanced experience in the use of Excel;
- Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

### **Desirable Qualifications & Competencies:**

- Good computer skills
- 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.

### **Required Competencies:**

- Empowering and Building Trust
- Managing Resources
- Analytical Thinking
- Planning and organizing
- Change capability and adaptability

### **Eligibility:**

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

### **Submission of Applications:**

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form to [brabrhr@unhcr.org](mailto:brabrhr@unhcr.org) by **15 September 2019**, with the subject line “**BRABR/2019/072 Senior Administrative/Finance Assistant, Brasilia**”. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.