

Vacancy Announcement (VA) No 2018-016

POSITION INFORMATION	
Post Title:	Admin and Finance Assistant
Duty Station:	Colombo, Sri Lanka
Type of Contract:	LICA Grade 5 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One (1 Post)
Contract Duration:	One year with possibility of extension
Date of Advertisement:	10 th October 2018
Date of Closing:	21 st October 2018

BACKGROUND AND ASSIGNMENT

1. ORGANISATIONAL CONTEXT

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency responsible for human settlements, mandated to promote socially and environmentally sustainable towns and cities, with the goal of providing adequate shelter for all; within the overall objective of the United Nations to reduce poverty and promote sustainable development. The details of the Habitat Agenda, Global Programmes and the Mandate are available in the global web site at www.unhabitat.org and the Sri Lankan web site at www.unhabitat.lk.

UN-Habitat operations in Asia include activities in Afghanistan, Bangladesh, Indonesia, Iran, Myanmar, Nepal, Pakistan, Philippines and Sri Lanka, under supervision of the Regional Office for Asia and Pacific in Fukuoka Japan.

Since its inception in 1978, UN-Habitat has been closely working with the Government of Sri Lanka and implemented programmes including local development plans with DRR components, rebuilding housing and community infrastructure in tsunami and conflict affected areas and the plantation sector and school construction.

UN-Habitat operates in several provinces of Sri Lanka, namely; Northern, Eastern, Central and Uva provinces in conducting several medium to large scale housing and infrastructure projects involving civil construction through community participatory process. This vacancy announcement aims to invite persons with specified qualifications, skills and experience to join UN-Habitat team to operate these projects.

UN-Habitat firmly believes that professional & highly competent staff are integral to the successful implementation of its' programmes.

2. FUNCTIONS/KEY RESULTS EXPECTED

Under the supervision of the Programme Management Officer (PMO), the Admin and Finance Assistant (A&FA) will have the following responsibilities:

- Assist in procurement of goods, material and services to Colombo Country Office and field offices in other locations.
- Apply UN procurement regulations and rules while undertaking procurement action.
- Commit the funds in the financial system and maintain proper record of related obligations/commitments.
- Review the obligations/commitments on monthly basis and provide management with related report and recommendation for subsequent action.
- Review management reports and act on suspense items instantly.
- Produce procurement & contract reports to regional office.
- Create travel documents in the financial system and ensure timely submission of related expense reports.
- Keep record of UN-Habitat Assets and act as asset custodian for UN-Habitat Sri Lanka.
- Maintaining monthly asset reports.
- Contributes in producing case reports and making follow up with HQ/PSB for approval.
- Maintain filing and proper record of all related documents including contracts and ensure validity/extension of contracts, if required.
- Contribution in yearly account closure.
- Contribution in staff capacity building and operation trainings.
- Any other task given by supervisor.

QUALIFICATIONS

Education:

Bachelor degree or Diploma in Administration/Finance or related field and or minimum of secondary education with recognizable training in Procurement/ Accounting/Finance, business administration or any other field deemed relevant to Operations Management.

Work Experience:

Relevant working experience including experience in procurement/ administration / finance related work in an international organization / asset management in donor funded projects. Experience in IT based accounting functions will be an added advantage.

Required Years of Work Experience:

Bachelor degree holder 2 years of work experience and below university degree 5 years of work experience.

Language:

English and French are the working languages for the UN Secretariat. For this post excellent spoken and written English is required. Fluency in a local language is required.

Other skills:

Experience in supporting of Implementation of UN projects in Sri Lanka. Preferably familiar with UN rules, regulations and procedures related to country level project implementation. Ability to work under pressure against deadlines and to work efficiently in a multi-national team. Good interpersonal skills and cross-cultural awareness. Ability to work with minimum supervision, with efficiency, competence and integrity. Computer literacy in MS Word and Excel is essential.

Remuneration

In compliance with UNOPS/UN-Habitat Policy.

How to Apply

Sri Lankan Nationals meeting the essential requirements of the position are invited to apply by submitting the following documents to employment@unhabitat.lk

- Letter of Interest which clearly indicates the Vacancy Announcement Number (i.e. VA No 2018-016).
- Updated and Signed UN Personnel History Form P.11 (P11 is attached to this VA) and also available in <http://www.unon.org/docs/P11.doc>
- And finally your email's subject should be Application for the Post of Admin and Finance Assistant VA No 2018-016.

Failure to comply with the above requirements will result in rejection of the application.

Due to the large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).