

Vacancy Announcement (VA) No 2018-017

POSITION INFORMATION

Post Title:	Admin Finance Assistant
Duty Station:	Northern, Eastern, Central and Uva Provinces of Sri Lanka
Type of Contract:	LICA Grade 4 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	Three (03 nos)
Contract Duration:	One year with possibility of extension
Date of Advertisement:	10 th October 2018
Date of Closing:	22 nd 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 housings 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 overall supervision of Programme Management Officer (PMO) and direct supervision of the Admin Finance Associate(AFA) the Admin Finance Assistant will have the responsibility of handling all admin and finance related activities in the field office.

- In close coordination with the PMU support the timely and effective implementation of programme related activities.
- Maintain and manage the petty cash impress, as a custodian and replenish the same on a regular basis.
- Support PMU in project procurement i.e. technical bids, financial bids, proposals and contracts
- Organize internal and external meetings as requested, assess the need for space depending on size of meeting, arrange appropriate meeting room and ensure all supplies and logistics are in place;
- Assist in administrative work and provide logistic support for the field colleagues for the routine work in the field
- Assist to establish follow-up system with HR, Procurement and Finance Section and vendors to ensure timely delivery of equipment & services and settlement of payables.
- Maintaining attendance record of field personnel
- Maintaining leave balances and timely reporting to Colombo.
- Contribution in recruitments in line with UNOPS established procedures
- Maintaining proper record of end beneficiaries.
- Timely maintenance of machineries including vehicles and ICT equipment
- Keep records of Non-Expendable Equipment (NEE), conduct physical verification quarterly and report to PMU at field level,
- Assist to physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
- Undertake other financial, administrative, procurement and logistics tasks as required.
- Establish follow-up system to ensure timely response and reporting to the supervisor;
- Establish and maintain both electronic and manual filing systems for easy retrieval of correspondence and other documentation.
- Undertake any other duties that may be assigned by the Supervisor

QUALIFICATIONS

Education

Minimum of secondary education with recognizable training in Procurement/ Accounting/Finance, business administration or any other field deemed relevant to Operations Management. Those having Bachelor's degree or Diploma in Administration/Finance or related field will be given preference.

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

For 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. Working knowledge in English and fluency in national language of the duty station 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 2018-017).
- 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 Finance Assistant VA No 2018-017)

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).