

Vacancy Announcement (VA) No 2023-007

I. POSITION INFORMATION	
Post Title:	Admin Finance Assistant
Duty Station:	Nuwara Eliya District (Field)
Type of Contract:	ICA Level 5 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	One
Contract Duration:	One year with possibility of extension
Date of Advertisement:	25 th October 2023
Date of Closing:	7 th November 2023

Background & Assignment

1. ORGANIZATIONAL 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 projects and programmes under the themes of, (a) Environment and climate change; (b) post-disaster recovery and reconstruction; (c) Land and housing; (e) Disaster Risk Management; (f) Urban planning and governance; (g) Pro-poor settlement upgrading; (h) Water and sanitation; (i) Community infrastructure; and (j) Social inclusion.

2. FUNCTIONS /KEY RESULTS EXPECTED

Under the supervision of the Programme Management Officer/Head of Operations, the Admin Finance Assistant (AFA) will be responsible for processing administrative, financial, procurement and logistical requirements in line with the UN financial regulations and rules and procurement manual. The detail of his/her responsibilities are:

Day to day tasks:

1. Maintaining petty cash.
2. Logistical support to the trainings, workshops, and seminars.

3. Procurement of material and services within authorized petty cash limit.
4. Maintaining attendance record of field personnel.
5. Maintaining leave balances and timely reporting to Colombo.
6. Contribution in project recruitments in line with UNOPS established procedures.
7. Maintaining proper record of stocks in the field office.
8. Maintaining proper record of assets and provision of monthly reports to Colombo.
9. Maintaining proper record of end beneficiaries.
10. Timely maintenance of machineries including vehicles and ICT equipment.
11. Establish and maintaining electronic filing system.
12. Any other task given by supervisor.

3. QUALIFICATIONS

Education:

University degree (Bachelor) in accounting/finance, business administration or any other field deemed relevant to Operations Management or diploma in accounting/related fields.

Work Experience:

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

Required Years of Work Experience:

Bachelor's 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 2023-007).
- Updated and Signed UN Personnel History Form P.11 (P11 is attached to this VA) and also available in <https://police.un.org/en/p11-personal-history-form-english>
- And finally, your email's subject should be Application for the Post of Senior Admin and Procurement Assistant VA No 2023-007.

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).