

Vacancy Announcement (VA) No 2024-02

I. POSITION INFORMATION

Post Title:	Finance Officer
Duty Stations:	Colombo
Type of Contract:	LICA Grade 8 (Issued by UNOPS on behalf of UN-Habitat)
Number of Positions:	1
Supervisor:	Programme Management Officer
Contract Duration:	1 Year with possible extension
Date of Advertisement	14 th March 2024
Date of Closing:	29 th March 2024

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.

UN-Habitat operates in provinces of Sri Lanka, namely, Northern, Central and Uva provinces in conducting several medium to large scale projects involving infrastructure, environment, wash and sanitation through community participatory processes.

FUNCTIONS/KEY RESULTS EXPECTED

Finance Officer will actively contribute to operation management in Sri Lanka Country Office ensuring adequate and timely support to projects. S/he is expected to exercise professionalism, teamwork, accountability, integrity, and respect for diversity.

Under the direct supervision of the Programme Management Officer for South Asia (PMO), the incumbent will work under overall guidance of the Country Programme Manager. The assigned duties are as follows:

Contribute to the financial management, accounting management and annual delivery plan of finance unit, these includes:

- Process obligations, commitments, and payments for project activities ensuring compliance with the financial regulations and rules.
- Process advances to UN and implementing partners, service providers and on need bases to vendors and closely monitors timely settlements.
- Check and verify all financial transactions and documentation, ensuring completeness, accuracy and compliance with the financial regulations and rules.
- Contribute to providing feedback and various reports to regional office.

Contribute to operation and programme coordination to ensure timely programme delivery in Sri Lanka, this includes:

- Contribution to coordination with project team in terms of financial planning, timely payments, and project closure.
- Contribute to coordination with project team to ensure timely operational support to field and Colombo offices.

Contributes to budget formulation, budget revision, reporting and annual account closure, this includes:

- Assist in preparation of budgets, budget revisions and project financial reports.
- Assist in invoicing and clearance of donor account receivables.
- Contribute to annual account closure, ensuring meeting various deadlines including timely clearing account payables, account receivables, obligations, commitments, adjustments, and meeting various other account closure deadlines.

Contribute to provision of feedback to audit queries, represent UN-Habitat in the working groups and act as head of operations in the absence of PMO, this includes:

- Contribute in providing responses to OIOS, Board of Auditors and EU verification, residual error rate and EU Court of Auditors queries.
- Participate in OMT meetings and finance working group meetings representing UN-Habitat.
- In the absence of PMO, supervise procurement, HR, ICT and security related matters.
- Any other task given by the supervisor.

QUALIFICATIONS

Education

A bachelor's degree in business administration or certificate in financial and or accounting management combined with relevant work experience.

Work Experience

The candidate must have extensive work experience in accounting and or financial management, work experience with the United Nations will be considered as an advantage.

Familiarity with Enterprise Resource Planning (ERP) and more particularly familiarity with UN secretariat financial and other online platforms will also be an advantage.

Strong communication and coordination skills and commitment in learning and transfer of knowledge and also respecting UN core values are expected.

Required Years of Work Experience:

With a university degree, at least 8 years of work experience, and without a university degree 11 years of work experience would be required.

Language:

English and French are the working languages of the UN Secretariat. For this post fluency in English (both oral and written) is required; knowledge of another UN official language is an advantage.

Competencies and Skills Required

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 including skills in Financial and or Accounting Management is required.

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 2024-02).
- 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>
<https://www.unfpa.org/resources/p11-un-personal-history-form>
- And finally, your email's subject should be Application for the post of Finance Officer VA No 2024-02.

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).