

United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

VACANCY ANNOUNCEMENT # 2021-002**Finance Assistant (*National Position*)****Level (SB3/Peg1)****Jerusalem/OCHA oPt**

Contract: Service Contract, SB3/ Peg1
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance.

In order to meet the increasing requirements for the alignment of the oPt Humanitarian Fund with the overall coordination priorities, including the Humanitarian Programme Cycle and prioritization by clusters, OCHA is boosting its capacity in the OCHA oPt Humanitarian Finance Unit. Through its increased capacity unit will ensure adequate support to coordination structures, timely and accountable inter-agency humanitarian response and funding.

UNOCHA - **Humanitarian Financing Unit** is seeking a candidate to fill the position of **Finance Assistant**, under the guidance of the **Head of Humanitarian Financing Unit/ Fund Manager** and the direct supervision of the **Finance Officer**. The Service Contract extension will be conditioned to satisfactory performance evaluation as well as availability of funding under the project.

Functions/ Key Results Expected/ Responsibilities:

- 1. Provide support in the allocation and financial management processes of the oPt HF**
- 2. Provide support in the implementation of operational and financial management strategies of the oPt HF Accountability Framework**
- 3. Facilitate knowledge-building and knowledge-sharing within oPt HF implementing partners**
- 4. Support on other Financial, Administrative and M&E tasks as and when needed**

1) Provide support in the allocation and financial management processes of the oPt HF

- Assist in reviewing project budgets to ensure compliance with global guidelines and oPt operational manual.
- Draft grant agreements and amendments as per oPt allocation modalities.
- Assist in reviewing budget amendments and revision requests.
- Regular follow-up with implementing partners to obtain financial reports.
- Review of interim and final financial reports to ensure compliance with the signed agreements, budgets, and guidelines.
- Follow up on disbursement of funds and refund of balances from partners.

2) Provide support in implementation of operational and financial management strategies of the oPt HF Accountability Framework

- Assist in conducting and writing reports on financial spot-checks in line with the oPt operational manual.
- Follow up with partners on actions needed from the financial spot-checks.
- Provide the audit company with the needed financial supporting documents to facilitate the auditing of projects.
- Follow up on auditing status for ended projects and assist in reviewing audit reports.

3) Facilitate knowledge-building and knowledge-sharing within oPt HF implementing partners

- Promote awareness on global guidelines, opt operational manuals, and Grant Management System.
- Assist in conducting trainings for implementing partners and other stakeholders.
- Support in preparing synthesis of lessons learnt and best practices in financial management.
- Sound contribution to knowledge networks and communities of practice.

4) Support on other Financial, Administrative and M&E tasks as and when needed

- Monitor and Support response to partners as per directives from the Head of HF.
- Provide logistical and other support for the organization and execution of HF workshops and events.
- Provide administrative and M&E support to the HF unit as needed.
- Provide other support to OCHA as needed.

Corporate Competencies:

1. Innovation:

Ability to make new and useful ideas work.

Analyzes complex technical materials (including data) and makes concise, relevant recommendations

2. Leadership:

Ability to persuade others to follow.

Proactively identifies new opportunities and challenges

3. People management:

Ability to improve performance and Satisfaction

Takes ownership of responsibilities

4. Communication:

Ability to listen, adapt, persuade and transform

Understands, explains and shares information on assigned tasks with accuracy and clarity

5. Delivery:

Ability to get things done while exercising good judgment.

Meets goals and timelines for delivery of products or services;

Functional Competencies:

- a) Teamwork – Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- b) Planning and Organizing– Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- d) Accountability - Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education:

A first-level University degree in Finance, Accounting, Business Administration, Project Management or any related field is required.

Experience:

- 5 years of progressively responsible finance and accounting experience at the national or international level is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) is required.
- Knowledge of spreadsheet is required.
- Experience with UN or International Organization is desirable.
- Knowledge of grant management system (GMS) is desirable

Language requirements:

Fluency in written and spoken Arabic and English is required.

How to apply:

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only

applications received through <https://www.ochaopt.org/vacancies> which should include an up to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

The United Nations does not charge fees at any stage of the recruitment process.

The United Nations does not concern itself with information related to bank accounts.

CLOSING DATE FOR APPLICATIONS: 19 February 2021

Applications received after this date will not be considered.

Women are encouraged to apply