

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

VACANCY ANNOUNCEMENT # 2022-007
Compliance And Finance Assistant (*National Position*)
Level (ICS-5)
Jerusalem/OCHA oPt

Contract: Fixed Term Appointment, ICS-5
Duty Station: Jerusalem
Duration: 1 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.

The Compliance and Finance Assistant will work under the guidance of the Head of Humanitarian Financing Unit/ Fund Manager and direct supervision of the Finance Officer.

The incumbent will be responsible, as requested, for the following duties:

- **Provide support in the allocation financial management processes of the oPt HF**
 - **Provide support in the implementation of operational, financial and risk management strategies of the oPt HF Accountability Framework**
 - **Facilitate knowledge-building and knowledge-sharing within oPt HF implementing partners**
 - **Support on other Financial, oversight, Administrative and Monitoring and Evaluation (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 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 the implementation of operational, financial and Risk 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.
 - Assist in conducting and writing reports on capacity assessment in line with the oPt operational manual. Follow up with partners on actions needed from the capacity assessment.
 - 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.
 - Assist in early detection of compliance issues in oPt HF.
 3. **Facilitate knowledge-building and knowledge-sharing within oPt HF implementing partners**
 - Promote awareness of global guidelines, opt operational manuals, and Grant Management System.
 - Assist in conducting financial and risk management trainings for implementing partners and other stakeholders.
 - Support in preparing the synthesis of lessons learnt and best practices in financial and risk management.
 4. **Support on other Financial, oversight, administrative and Monitoring and Evaluation (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 other support to the HF team as needed.

Expected Demonstration of Competencies:

Achieve Results:

Plans and monitors own work, pays attention to details, delivers quality work by the deadline.

Think Innovatively:

Open to creative ideas/known risks, is pragmatic problem-solver, makes improvements.

Learn Continuously:

Open-minded and curious, shares knowledge, learns from mistakes, asks for feedback.

Adapt with Agility:

Adapts to change, constructively handles ambiguity/uncertainty, is flexible.

Act with Determination:

Shows drive and motivation, able to deliver calmly in face of adversity, confident.

Engage and Partner:

Demonstrates compassion/understanding towards others, forms positive relationships.

Enable Diversity and Inclusion:

Appreciate/respect differences, be aware of unconscious bias, confront discrimination.

Functional Competencies:

- a) Knowledge Generation – Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need
- b) Project Management – Ability to plan, organize, prioritize, and control resources, procedures, and protocols to achieve specific goals.
- c) Resource Management – Ability to allocate and use resources in a strategic or tactical way in line with principles of accountability and integrity.
- d) Communication – Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- e) Working with Evidence and Data: Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions, and supporting decision-making.
- f) Monitoring: Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results.
- g) Evaluation: Ability to make an independent judgement based on set criteria and benchmarks.

Education:

- Secondary education is required.
- A first-level University degree in finance, Accounting, Economics, Business Administration, Project Management, or any related field will be given due consideration

Experience:

- Minimum (5) five years with Secondary education or (2) years with first- level University of progressively responsible experience at the national or international levels in Finance, Project Management, accounting, or other related areas is required.
- Knowledge and experience in finance and compliance are required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Knowledge of spreadsheet and database packages is required.
- Experience in handling web-based management systems is desirable.
- Knowledge of grant management systems (GMS) is desirable.
- Experience with the UN common system or equivalent international organization is desirable

Language requirements:

Fluency in English and Arabic language both spoken and written 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: 1 June 2022

Applications received after this date will not be considered.

Women are encouraged to apply