

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

VACANCY ANNOUNCEMENT # 2021-008**Finance and Administrative Associate (*National Position*)****Level (ICS-6)****Jerusalem/OCHA oPt**

Contract: Fixed Term Contract, ICS-6
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 increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the occupied Palestinian territory (oPt) established three sub-offices in the West Bank: Ramallah, Nablus and Hebron. Through its expanded presence in the field and in the Central Area, the OCHA oPt team ensures adequate support to area-based operational coordination structures, sectoral coordination in priority areas, both operational and policy.

Under the guidance of the Head of Office and direct supervision of the Administrative Specialist, the Finance and Administrative Associate provides financial and administrative services ensuring high quality, accuracy and consistency of work. The Finance and Administrative Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Finance and Administrative Associate works in close collaboration with the Administration and Finance Unit, Field Coordination Units, Information Management Unit, Research and Analysis Unit and Humanitarian Financing Unit within the OCHA oPt Office, other UN Agencies staff and OCHA HQ to ensure consistent service delivery.

Within the established delegation of authority, the Finance and Administrative Associate will be responsible for the following duties:

- 1. Assists in the implementation of operational strategies**
- 2. Ensures in the functioning of the optimal cost-recovery system**
- 3. Provides accounting and administrative support to the Finance Unit**

- 4. Acts as OCHA oPt Petty Cash Custodian**
- 5. Provides Administrative support**
- 6. Supports knowledge building and knowledge**
- 7. Performs other administrative and financial duties as required**

1. Assists in the implementation of operational strategies, focusing on achievement of the following results:

- Full compliance of financial processes and financial records with UNDP and UNOCHA rules, regulations, policies and strategies.
- Full compliance of administrative procedures of UN/Secretariat rules, regulations, policies and strategies.
- Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.

2. Ensures in the functioning of the optimal cost-recovery system focusing on achievement of the following results:

- Provision of inputs for preparation of cost-recovery bills for OCHA's cost sharing arrangements.
- Prepares invoices for cost sharing arrangements and cost-recovery with other UN Agencies in Jerusalem, West Bank and Gaza.
- Ensures follow up on payments of cost-recovery invoices and back charging OCHA oPt accounts coding the accurate coding block.

3. Provides accounting and administrative support to the Finance Unit focusing on achievement of the following results:

- Proper control of the supporting documents for payments and financial reports; PO vouchers; and payment execution.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in UMOJA.
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Presentation of information on the status of financial resources as required.
- Timely verification of Inter-office vouchers (IOVs) ensuring accuracy of accounts and to allow for reconciliation with OCHA's accounting system.
- Maintain a central filing system, ensuring consistent use and appropriate archiving of finance documents.
- Preparation of VAT reimbursement reports on monthly basis and submit in a timely manner to UNDP.

4. Acts as OCHA oPt Petty Cash Custodian, focusing on achievement of the following results:

- Replenishment of petty cash in accordance with established procedures and guidelines.
- Maintains accurate and complete petty cash records and receipts.

- Replenishes the petty cash fund on monthly basis in UMOJA, ensuring invoices and supporting documents are attached to each journal disbursement transaction in UMOJA.

5. Provides Administrative support focusing on achievement of the following results:

- Assists in the preparation of requisition forms and memos for the procurement of activities for OCHA oPt office above the threshold of USD 10,000, for submission to OCHA MENA procurement Group.
- Assists in the preparation of supporting documents, including Terms of Reference and specifications for the establishment of Long-Term Contracts for submission to OCHA Procurement Section in Geneva.
- Monitors the expiration of OCHA oPt procurement contracts so as action for renewal by the respective focal point can be taken in a timely manner.
- Monitors the expiration of leases and MOUs so as action for renewal by the respective focal point can be taken in a timely manner.
- Updates the procurement tracking matrix and the overview of procurement, leases and MOU table.

6. Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:

- Participation in the trainings for the operations/ projects staff on Finance.
- Contributions to knowledge networks and Administrative and Finance communities of practice.

7. Performs other administrative and financial duties as required

Corporate Competencies:

1. Innovation:

Ability to make new and useful ideas work.
Adapts deliverables to meet client needs

2. Communication:

Ability to listen, adapt, persuade and transform
Expresses information and views with adaptive reasoning and appreciation for complexity and variation

3. Delivery:

Ability to get things done while exercising good judgment.
Takes responsibility for addressing critical situations and delivering core value

4. Leadership:

Ability to persuade others to follow
Proactively seeks and recognizes contributions of others

5. People Management:

Ability to improve performance and satisfaction
Appropriately involves team in different stages of work and decision-making

Functional Competencies:

1. **Accounting:** Knowledge of accounting concepts, principles, regulations, and policies and ability to apply to strategic and/or practical situations.
2. **Financial Reporting and Analysis:** Ability to evaluate financial data, derive relevant findings and present them in a meaningful manner.
3. **Quality Assurance:** Ability to perform administrative and procedural activities to ensure that quality requirements and goals are fulfilled.
4. **Office Administration:** Ability to manage day-to-day office activities (including but not limited to policy and procedures maintenance) to meet operational needs.
5. **Team Building:** Ability to work effectively with diverse groups of professionals towards common goals.

Education:

High School Diploma. University Degree in Business, Accounting, Finance or Public Administration is desirable.

Experience:

- 6 years of relevant experience in finance or accounting at the national or international level is required with High School Diploma. OR
- 3 years of relevant experience in finance or accounting at the national or international level is required with BA Degree.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) is required.
- Experience in using financial functions in ERP systems such as UMOJA, SAP or Oracle is desirable.
- UN Experience is an Asset

Language requirements:

Proficiency in both Arabic and English languages 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: 30 September 2021

Applications received after this date will not be considered.

Women are encouraged to apply