

United Nations Mechanism for International Criminal Tribunals

Finance Assistant, G-4

DEADLINE FOR APPLICATIONS	:	03 October 2017
DATE OF ISSUANCE	:	04 September 2017
OFFICE	:	Registry/Finance Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2017/MICT/REG/FIN/028-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Registry, Finance Section under the supervision of the Head of the Unit in the Arusha Branch.

Responsibilities:

Accounts payable: Verifying and preparing less complex payments to third parties, commercial entities, and individuals, with respect to settlement of: vendor payments, travel and other claims, petty cash and imprest accounts replenishment, ensuring appropriate and comprehensive supporting documents are attached by uploading into the ERP system (Umoja). Monitoring of accounts payable aging and discussing more complex payments and accounts clearing with senior staff for accounts allocation. Maintaining invoice registration and vendors' correspondence.

Accounting: Processing of financial documents in line with the financial rules and regulations. Assist in the review and analysis of various accounting data. Scrutinizing supporting documents for completeness, accuracy and validity of requests in line with applicable policies, procedure, rules and regulations. Assisting with the analysis of open item managed accounts (OIM) in the ERP system (Umoja) and initiate corrective action as per discussions with Finance Officer. Assisting the Finance Officer with issuance of debit advices and other billing documents, VAT claims and settlement of accounts receivable including coordination with Payroll Unit to record various staff recoveries.

Payroll: Assisting with the data extraction for preparation of various payroll related reconciliation and reports such as CIGNA, Staff Union, Pension, etc. Assisting with validation of payroll results from personnel actions with respect to salary and allowances, and payroll deductions. Assisting with the management of ASHI/MIP.

General: Receiving and distributing various documents received in the unit/section. Responding to queries and drafting correspondence to clients and other stakeholders in a timely and effective manner. Assisting in ensuring that accurate and complete accounting and internal control systems are functioning and that all relevant records are maintained. Assisting with data extraction and analysis and preparation of regular and ad hoc reports. Performing duties as backup for other team members when required. Provide administrative support to the section, such as meeting coordination, leave monitoring etc. Performing other related duties as required by Section, Unit Chief or Team leaders.

Core Competencies:

- **Professionalism** – Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS

Education:

High school diploma or or equivalent is required. Certificate/coursework/training in accounting, finance or directly related fields is highly desirable. Advance knowledge in Excel.

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Work Experience: At least 3 years of progressively responsible finance or administrative experience. Knowledge of SAP (Umoja), Excel, Access and other analytical tools would be an asset.

Languages: English and French are the working languages of the MICT. For the post advertised, fluency in oral and written English is required. Working knowledge of French and/or Kinyarwanda is desirable. Knowledge of Swahili is an asset

Assessment Method:
There may be a technical test followed by a competency-based interview.

Special Notice:
The appointment is limited to the Mechanism. Appointment of the successful candidate to this position will be subject to budgetary approval. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's **ELECTRONICALLY AS ONE DOCUMENT** to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) and forward electronically **AS ONE DOCUMENT** to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.