

United Nations Mission in Liberia
(UNMIL)

Individual Contract Recruitment Announcement-
Internal and External

Vacancy#: UNMIL-DDMS-FBS-007	Deadline: 13 February 2018
Post Title: Finance Assistants (1 Required)	Level: Individual Contractors (IC)
Organizational Unit: Finance and Budget Section	Location: Monrovia
Initial Appointment: Initial two (02) Months subject to funding of the ICs and satisfactory performance.	IMIS Post#:
	Indicative Minimum Annual Gross Salary:
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.	

Description of Main Duties:

Within delegated authority, and under the direct supervision of the Chief Finance and Budget Officer, the Finance and Budget Assistant will carry out the following duties:

Functions and Responsibilities:

- Sort archives and label documents that need to move in the UNMIL central archives.
- Retrieve various documents from archives for the year-end closing activities, Board of Auditors (BOA) requests for specific documents and other referential documents.
- Arrange label and transfer documents to archives.
- Receive documentation from various units within Finance Section and promptly file in appropriate locations.
- Maintain a log/file register of records transaction.
- Ensure proper logging of documents when receiving and issuing in out reference documents.
- Follow-up with staff to ensure that vouchers issued are returned to the archive.
- Perform periodic review to ensure that all processed document (Umoja documents, original invoices; bank statements and Financial Statements) are filed in orderly manner and physically available in the field.
- Report on weekly progress regarding documents transferred to UNMIL archives, plan disposition and maintenance.
- Any other tasks that may be assigned by the Chief of Accounts unit.

Competencies:

- **Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education:

Experience: **Several years of experience in finance, budget, accounting, administrative services or related area.**

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-DDMS-FBS-16-2255 should be forwarded to the attention of:
Human Resources Management Section, UNMIL Headquarters, 7th Floor – Pan African Plaza, Tubman
Boulevard, Monrovia