

Vacancy Announcement

ORGANIZATIONAL LOCATION :	UN-Habitat/ ROLAC
DUTY STATION :	Rio de Janeiro, Brazil
FUNCTIONAL TITLE :	Financial Specialist in Brazil
CONTRACT :	Service Contract, SB4
POST DURATION :	6 months (initially)

BACKGROUND

The main mandate of the United Nations Human Settlements Programme (UN-Habitat) is to promote sustainable development of human settlements and policies conducive to adequate housing for all. Within this framework, UN-Habitat supports central and state governments, as well as local authorities and other partners for the implementation of the Habitat Agenda, the 2030 Agenda with the Sustainable Development Goals and the New Urban Agenda.

UN-Habitat helps the urban poor by transforming cities into safer, more inclusive, compact, integrated, resilient and connected places with better opportunities where everyone can live with dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development.

The Regional Office for Latin American and the Caribbean – ROLAC – is based in Rio de Janeiro, Brazil. The Agency puts emphasis in developing and managing activities in the host country. Indeed, for the past years, UN-Habitat has expanded its portfolio in Brazil by working with the three tiers of government in order to support the formulation and implementation of more effective, sustainable, participative and socially fairer urban economic, social and environmental policies.

In order to meet to this greater demand for projects, a Financial Specialist is required to ensure the adequate execution of existing projects and assist the team in the development of new projects for the Programme portfolio in the country. The Financial Specialist should technically

and administratively support, more specifically, overall programme management and the implementation of the existing portfolio projects.

RESPONSIBILITIES AND DUTIES

The Financial Specialist reports to the National Officer in charge of Brazil. He/She will assist with the timely and efficient delivery of programme management support to the administrative and financial management of the complete project cycle of all initiatives in Brazil.

Under the overall supervision of the National Officer in charge of Brazil and the guidance of the Programme Management Officer for the Regional Office for Latin American and the Caribbean, the Financial Specialist will:

- a) Maintain close communication with Project managers in Brazil, Regional Office administrative team and external consultants, in order to maximize synergies and ensure the execution of activities;
- b) Analysis and execution of administrative procedures with the objective of ensuring compliance with United Nations regulations and that the operational practices developed in the development, implementation and closure of projects comply with the internal processes of ROLAC;
- c) Support in updating the procedures manual when required;
- d) Maintain, update and guarantee the operation and use of internal control systems;
- e) Analysis and execution in the field of administrative services necessary for the execution of specific financial and administrative transactions, including travel;
- f) Elaboration of the Annual Budget of the Office in Brazil, as well as the analysis of its deviations and projections;
- g) Realization, conciliation, inventory reporting semi-annually and annual physical count;
- h) Control and execution of financial requests received;
- i) Management and monitoring of the General Services of the Office in Brazil;
- j) Supervise and maintain an effective archiving system;
- k) Coordination of Brazilian Office's support areas;
- l) Coordination and control of holidays requested by the staff of the Office in Brazil;

- m) Participate, when requested, in the recruitment process of consultants, as well as service providers, drawing up terms of reference, taking part in the evaluation of candidates;
- n) Anticipate and mitigate risks to projects, including relevant challenges or omissions and other situations that may financially affect the development and implementation of the projects;

Finance administration

- a) Analysis and execution of financial procedures in compliance with United Nations regulations, ensuring that the operational practices developed in the implementation and closure of the projects comply with the procedures determined by the Regional Office, as well as with the International Accounting Standards of the Sector Public (IPSAS);
- b) Support in advising on financial and administrative management;
- c) Support in the elaboration and execution of Training Plans in financial and administrative matters at the country level when necessary and / or requested;
- d) Control and Budget Management of projects in UMOJA, advising on the procedures to be performed according to the needs of the implementation plan and / or accounting requirements;
- e) Planning, Review and Execution of all the requests of transaction required for the correct and effective implementation and closure of the projects;
- f) Review and execution of cash management of projects. Advice and completion of forensic work of the UMOJA and IMIS database, if necessary.
- g) Preparation of financial reports for clients and / or counterparties;
- h) Preparation of internal financial management reports;
- i) Review and execution of the petty cash operation;
- j) Evaluation and maintenance of internal control;
- k) Maintain processes and coordinate all relevant information regarding projects in the integrated management system (IMIS and UMOJA) and PAAS;
- l) Review and creation of financial documents created in UMOJA associated with implementation and closure activities;
- m) Monitoring of UMOJA accounting of projects, including transactions created by UNON. Identify the errors in this area, request the correction of them by providing the accounting instructions that apply in each case and follow up the correction;
- n) Advise / review and prepare a budget review in collaboration with Project Manager;

- o) Prepare / Review all payments related to the Agreements of Cooperation;
- p) Review of payment of consultants and individual contractors (CIC payroll), as well as follow-up of the correct execution of the same;
- q) Management, review and, if necessary, the creation of travel documents and events, ensuring proper documentation of the file in compliance with United Nations regulations, following up the required applications and creating in UMOJA the necessary documents for this purpose;
- r) Undertake any other duties and responsibilities within the incumbent's expertise that can be reasonably expected to help maximize the efficiency and effectiveness of UN-Habitat's response to urban development issues.

COMPETENCIES.

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to finance. Experience in performing a broad range of specialized activities related to financial resources management, including formulating budgets, maintaining Accounts Receivable and Accounts Payables as well as reporting. Knowledge of procedures and international standards for the purchase of goods and services. Experience of integrated and/or specific accounting applications. (e.g. general ledger, accounts payable, financial reporting, etc.). Familiarity with accounting software and project management tools. Shows pride in work and in achievements, demonstrates professional competence and mastery of subject matter; is conscientious and efficient in professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning and organization: Professional approach to work, strong sense of responsibility, operate with minimal supervision; proven organizational skills and ability to manage a workload efficiently and within set deadlines. 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: Ability to work with teams, demonstrate leadership, conflict management and consensus facilitation skills; ability to work in a multicultural and multi-ethnic environment, and

to respect diversity; sensitivity to the main-streaming of vulnerability; willingness and ability to work in difficult environments.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Accountability: takes ownership of all responsibilities and honors commitments; delivers output for which one has responsibility within prescribed time, cost and quality standards, operates in compliance with organizational and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS

- Advanced university degree (Master’s degree or equivalent) in Business, Public Administration, Management, Finance or Accounting. A first level university degree in combination with relevant qualifying experience may be accepted in lieu of the advanced university degree. A professional qualification like CPA or Chartered Accountant would be an advantage.
- A minimum of six years of progressive experience in project or programme management, administration, financial management or related area, including at least 2-year supervisory experience preferably in an international organization.
- Previous experience within the UN System would be an asset.
- Knowledge of UN rules and regulations related to technical cooperation. Good computer skills in Windows, Word, Excel and Access 2007. Familiarity with the environment of the ERP system UMOJA is preferred. Ability to work with minimum supervision, under pressure and against deadlines, in a multi-cultural environment.
- English and French are the working languages of the United Nations Secretariat, and Spanish is the working language of the Regional Office. For the post advertised, fluency in Portuguese and English (both oral and written) is required.

All applications will be treated with the strictest confidence. Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only short-listed applicants will be contacted.

Please note that applications received after the closing date stated below, will not be given consideration.

Applications should be sent by email to brasil@onuhabitat.org with the subject:
NAME of CANDIDATE – Financial Specialist in Brazil

Deadline for applications: **July 12th, 2017**

Applications must include:

- UN Personal History Form (please use the United Nations standard personal history form available at):

<http://www.unon.org/docs/P11.doc>

- CV in English, Spanish or Portuguese
- Cover letter (no more than one page)