



UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2010/ICA/47255/ADM-FO/ASC/010
Post Title	Administration and Finance Officer
Post Level	Local Individual Contractor Agreement (SB-4)
Org Unit	EMO IWC
Duty Station	Offices of the Project Coordination Unit, Grahamstown, South Africa
Duration	One Year, Renewable
Closing Date	10 May 2010

Background

The PCU will provide a coordination and management structure for implementation of the UNDP-GEF Project in accordance with the rules and procedures of UNDP as executed through the UNOPS, under the day-to-day direction of the Project Manager, and based on the general guidance provided by the Project Steering Committee (PSC). The PCU is composed of the Project Director, Technical Coordinator, Policy and Governance Coordinator, Communications and IT Coordinator, Project Finance Officer, Administrative Assistant, and local and international consultants as may be required.

Duties and Responsibilities

Under the supervision of the Project Director, the Administration and Finance Officer will manage the day to day finances, accounting needs of the PCU and provide support to Project administration as required. His/her responsibility area will cover procurement/contracting of goods and services (including importation, permits, etc.), personnel contracting and payment (in close cooperation with the counterpart staff of UNOPS and the UNDP) and financial record-keeping (including computer-based records). The post holder will be responsible for liaising on finance issues as appropriate with country personnel, colleagues in the WIO-LaB and SWIOFP Projects. Administrative support will include preparation and filing of documents, assistance with budget maintenance and review, general up-keep and maintenance of the office, manning the reception desk and dealing with clients and visitors support to consultants and visiting Project participants, as well as other related tasks as delegated by the project Finance Officer. More specifically the Administration and Finance Officer shall:

General Administration:

- Organize meetings, workshops and training courses at the regional level;
- Arrange logistic and financial support for different events, including travel arrangements for missions and travels of the project staff;
- Provide assistance to the Project Director in managing the overall administration of the project, with

due care of all applicable UNOPS rules and regulations;

- Ensure proper filing of all financial, administrative, procurement and human resources documents;
- Channel all administrative requests to UNOPS/UNDP designated focal point;
- Assist in developing the Annual Work Plan for the Project;
- Oversee record keeping, including computerized records;
- Confidential secretarial and administrative assistance; and
- Communication support.

Finance:

- Manage the Project ATLAS budget and account, carry out official signatory functions for the ATLAS Account as specified by UNOPS and the Project Director;
- Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues;
- Be responsible for monthly ATLAS reports and obligation control status reports to UNOPS;
- Prepare, review and maintain requisitions for goods and services;
- Implement an effective finance control framework;
- Implement operational strategies for cost-effectiveness in the project;
- Review, analyze, monitor and report expenditure against approved budgets and/or authorized expenditures;
- Provide advice and guidance on financial and budgetary matters and prepare budget revisions as and when necessary;
- Prepare cash flow forecasts in consultation with the Project Director;
- Timely review of cash/ budget position for the Project account to ensure sufficient funds on hand for disbursements, assist in timely accounts closure, review of bank statements in Atlas to monitor project account levels;
- Prepare timely and accurate monthly bank reconciliation statements for all Project accounts;
- Transaction and stop payment initiation on internet banking systems as well as timely VAT reimbursement may be required;
- Manage assets, including periodic inventory reports;
- Prepare quarterly and annual financial statements for the Project, contribute to the necessary documentation of the project, like progress reports;
- Liaise with the UNDP, UNOPS and external auditors as necessary and assist in responding to audit inquiries and financial management letters;
- Assist the Project Director in developing the annual budgets to support the Work Plan for the project;
- Prepare and follow up on the contracts for international, national consultants /subcontractors and support staff;
- Prepare and follow up on bidding documents for local and regional procurement cases; and
- Other finance tasks as defined by the Project Director from time to time.

Personnel management:

- Provide general support to Project staff in preparation of documents, management of files, general project communications, photocopying and faxing, etc.;
- Manage personnel matters, including support to recruitment, in close cooperation with related units at UNOPS/UNDP
- Maintain the effective working environment in the Project office in terms of supervising cleaning staff, ensuring basic provisions are fully stocked (cleaning products, toiletries, stationery, refreshments, etc.);

- With support from the PMs, manage personnel and human resources related tasks;
- Ensure that operations and personnel act in accordance with UN security regulations provided by the UN Security Coordinator for the region;
- Other administrative tasks as defined and required by the Project Director and/or from time to time; and
- The selected candidate will be responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

Required Selection Criteria

Education/Experience/Language

- Minimum Advanced University/Master's Degree or equivalent in business administration, accounting or a related field, or equivalent demonstrated experience in financial management of projects;
- Minimum 3 years of relevant administrative and/or financial experience;
- Knowledge of financial regulations and procedures within the UN System (preferably within UNOPS);
- Experience in administrative management and budget keeping for an international project;
- Good organizational, interpersonal and communication skills;
- Familiarity with and, ideally, possessing work experience in the ASCLMEs region;
- Computer proficiency and knowledge of MS Office and Internet applications;
- Fluency in English essential. Proficiency in Portuguese, French and/or other local languages would be highly advantageous; and
- The applicant may be required to travel occasionally to provide support to regional Project meetings and activities.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), to **Human Resources**, via e-mail to info@asclme.org Kindly indicate the vacancy number and the post title in the subject line when applying by email.

*** Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.