

United Nations Mission in Liberia (UNMIL)

Vacancy Announcement- Internal

Vacancy#: UNMIL-DMS-HRMS-17-2277	Deadline: 15 March 2017
Post Title: Budget Assistant (one (1) Post)	Level: GL-5
Organizational Unit: HRMS/Travel Unit	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	IMIS Post#: 57693
	Indicative Minimum Annual Gross Salary: USD 13,633.00
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at the UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (birth certificate/passport), educational certificates and reference letters from previous employers. Incomplete P.11 form 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:

Under the direct supervision of the Chief Travel Unit, the incumbent is responsible for the following duties:

- Prepares budget performance reports and other reports as required.
- Assists in the preparation of all supporting documents (narratives & supporting table) with respect to finalization of budgetary reports.
- Reviews the cost center managers monthly reports, provides feed-back and follow-up with actions required by Finance section and maintains such records.
- Select and enter data from PT.8, and vendor invoices, verify accuracy by checking sources: make necessary calculations and ensure inclusion of all relevant data..
- Reconciles vendor invoices by receiving, matching against the respective travel authorization (PT8); follow up on any outstanding issues to ensure timely payment.
- Maintain spreadsheet for all travel authorization (PT8s) to monitor outstanding obligations for management reports.
- Prepares routine correspondence and maintains personal and telephone contacts with others to discuss issues pertaining to outstanding obligations and related documents.
- Raises requisitions in UMOJA and maintains records of requisition and purchase orders raised.
- Provides logistical, administrative and security support to the section.
- Assists in cost-reduction and efficiency improvement initiatives in line with business goals to improve services (reliability, enhance responsibilities and delivery capabilities.
- Monitors DHL invoices in the system, matching against PT8s for inbound/outbound travels and follow up for a timely processing and payment.
- Preparation/finalization of budget performance reports, performing preliminary analysis of variances between approved budgets and actual expenditures.
- Performs other duties as required. This may include but not limited to providing airport logistics and acquisition of visas: coordinating activities relating to the repatriation of Human remains, including representing the unit in ad hoc logistics meetings for these activities.

Competencies:

Professionalism – Through Knowledge in use and application of the Organization’s financial regulations and rules as well as accounting policies and practices; knowledge, skills and ability to interact, interpret, analyze and format data across full range of finance and accounting functions. Demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate the next steps.

Client Orientation:- Considers all those to whom services are provided to be “clients” and seeks to see things from client’s 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.

Technological Awareness: – Solid computer skills including proficiency in spreadsheet and word processing; knowledge of UMOJA SAP system and fund commitments.

Education: High school diploma or equivalent. Technical training in Business Administration, Accounting, Economics or equivalent, is highly desirable.

Experience: A minimum of five (5) years of progressively relevant work experience in budget, finance or related fields.

Languages: Fluency in spoken and written English is required.

Other requirements: Must be in possession of a valid driver’s license with at least 2 years of driving experience. Experience working in UMOJA is an asset

NOTE: CANDIDATES WHO HAVE APPLIED PREVIOUSLY SHOULD RE-APPLY

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

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UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor – Pan African Plaza, Tubman Boulevard, Monrovia