



Vacancy Announcement UNESCO Regional Office for Southern Africa

Duty Station	:	Harare, Zimbabwe
Type of contract	:	Service Contract
Duration of contract	:	Eight months, possibility of renewal (three months' probation)
Opening date of application:		20 April 2017
Closing date of application:		04 May 2017 (<i>midnight, Harare time</i>)

1.		
Title	:	Finance Assistant
Grade	:	GS5

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director/Head of the Office and the direct supervision of the Finance and Administrative Officer, the incumbent provides high level administrative and support services in a range of specialized areas and plays a lead role within the unit in ensuring application and compliance with the rules, regulations, policies and practices in place. The incumbent shall perform the following duties:

General Accountability

- Act as certifying officer up to an authorized level delegated by the CFO;
- Provide guidance and interpretation on administrative rules, regulations and procedures
- Advise on operational and technical routine transactions
- May supervise activities related to office maintenance, security' transport and similar services

Financial Accountability

- Ensure that the Offices financial resources and expenditures are fully and properly accounted for and that internal control systems are adequate and functioning; schedule payments and disbursements of funds
- Perform in timely manner the bank reconciliation with respect to disbursements posting and file monthly imprests in a proper manner to easily retrieve documents.
- Ensure accurate and timely processing of assigned accounts, developing budget estimates and monitoring expenditures, participating and advising in the preparation of financial statements and budgets;
- Assist in the preparation and coordination of financial activities under RP and EXB funds
- Compile and consolidate data from various sources into financial statements, prepare worksheets
- Monitor expenditures, review payments and reconcile accounts
- Investigate anomalies and erroneous charges and take corrective action
- Provide assistance and guidance to undertake coding and data entry task and to extract information, to run reports from FABS, SISTER and other online financial systems
- Follow-up of bank accounts balances and advise the AO to request replenishment when required
- Preparing VAT return schedules and following up claims with the Zimbabwe Revenue Authority
- Providing other support services to the Program Staff and resolving queries.

Budgetary Accountabilities

- Prepare RP and EXB budget reports and communicate on them
- Prepare budget proposals and cost estimates and ensure that data is correct
- Identify irregularities and undertake transactions to correct errors/omissions

Logistic Accountabilities

- Research and retrieve information on supply sources, vendors by commodity and obtain specifications on the market
- Review contractual documents (TOR, budget, contract nature and type)
- Resolve issues/problems related to delivered goods
- Prepare requisitions for supplies and equipment and ensure that payments are processed and provide information to the assigned sector on invoicing and payment issues
- Arrange for control and distribution of inventory records
- Ensure security compliance

REQUIRED QUALIFICATIONS

EDUCATION

- At least Secondary Education and a minimum experience of 5 years in Finance and Administration, particularly within the UN system

SKILLS/COMPETENCIES

- Willingness to work independently
- Proven ability to work in a multicultural environment
- Good IT skills, particularly with respect to the internet, Word Processing, Excel, Power Point, etc.

DESIRABLE QUALIFICATIONS

EDUCATION

- Diploma or Bachelor's Degree or other related studies will be an added advantage

SKILLS/COMPETENCIES

- Knowledge and/or prior experience of the United Nations System

To apply, please send your application, making reference to the post title and number, including contact details of 3 referees. UNESCO CV Format to be used (<http://www.unesco.org/new/en/harare/home/>):

By email: vacancies.harare@unesco.org

Or

By hand or delivery post: UNESCO Regional office for Southern Africa
Finance Assistant
8 Kenilworth Road
Newlands, Harare

Only Zimbabwe Nationals are eligible to apply. Applications are to reach UNESCO no later than the 04 May, 2017(**Midnight** Harare time).

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

UNESCO IS A NON-SMOKING ORGANIZATION

PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.