



UNODC

United Nations Office on Drugs and Crime

I. Position Information

Position Title:	Finance Assistant
Agency:	UNODC
Type of Contract:	Service Contract (SC)
Level:	SB-3
Contract Duration:	6 Months (With possibility of extension based on fund availability and performance)
Supervisor:	Operations Manager
Duty Station:	Cairo, Egypt

II. Organizational Context

This position is located at UNODC Regional Office for the Middle East and North Africa (ROMENA), in Cairo.

UNODC technical assistance activities in the Middle East and North Africa (MENA) are undertaken under the broad framework of the Regional Framework for the Arab States (2023-2028). The Regional Framework articulates six focus areas for guiding UNODC-implemented programming at the regional and national levels: 1) A balanced approach to drug control; 2) Strengthening the response to organized crime; 3) Combating trafficking in persons and smuggling of migrants; 4) Action against corruption and financial crime; 5) Preventing and countering terrorism and violence; and 6) Strengthening crime/violence prevention and criminal justice.

The incumbent of this position will perform his/her functions under the direct supervision of the Operations Manager and under the overall guidance of the Regional Representative. He/she will support the implementation of the UNODC operations team regarding the Finance functions.

III. Functions / Key Results Expected

Summary of Key Functions:

1. Process vendor payments for ROMENA Offices;
2. Take the lead and process ROMENA travel ticket payments;
3. Maintenance of payment records and financial documents
4. Assist in the analysis of recorded expenditure for ROMENA Offices;
5. Maintain financial information files and the appropriate filing of financial documents and reports.

Financial tasks:

- Initiates payment requests ensuring that all UN/UNODC financial regulations and rules are adhered to. This includes, amongst other things, calculating, inputting, and checking payments for correctness and communicating discrepancies to concerned colleagues/offices;
- Submits banking instructions for vendors through the corresponding SPA system;
- Verifies the correctness and accuracy of supporting documents submitted by programme/project staff, prepares payment request, makes necessary calculations, and assures inclusion of all relevant data when preparing requisitions and vouchers in the SAP System;
- Prepares funds commitment documents as required;
- Reviews incoming payment instructions with regard to sources of funds and banking details;
- Process the travel ticket issuance agency payments.
- Prepares and monitors the payments for mobile and internet data.
- Process the Operational payments related to UNODC Egypt office.
- Processes payments to personnel, consultants, experts, vendors and other clients;
- Manages payments of ROMENA service contracts in a timely manner making sure that expenditures are charged to the appropriate budget lines and commitments, and the budget is consistently monitored with no shortfalls;.
- Notifies payees of status of payments as and when required;
- Assists with queries on payment-related issues;
- Review commitments for ROMENA service contracts and advise amendments as required.

Budget and Reporting:

- Supports/assists in the reconciliation of commitments, adjustments and liabilities under programs/project Umoja financial data;
- Reviews journal voucher requests for the reversal of incurred charges;
- Assists programme/project colleagues in the analysis of Umoja financial information and reports generated;
- Analyses and monitors the expenditure status of ROMENA service contracts and alerts the programme associate and the operations manager;
- Drafts/provides financial inputs to Annual Internal Oversight Report (AIOR).

General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on financial matters in accordance with United Nations policies and procedures;
- Drafts routine correspondence with respect to enquiries related to relevant financial and budget matters;
- Maintains and keep up-to-date files;
- Contributes for the orientation, initiation and administrative guidance of programme personnel;
- Contributes to knowledge networks and communities of practice;
- Performs other related duties, as assigned

V. Competencies and Critical Success Factors

Professionalism: 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. The ability to analyze and interpret data in support of decision-making and convey resulting information to management.

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.

Teamwork: Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender. Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing: 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.

Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations 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.

VI. Recruitment Qualifications

Education:	Minimum of 5 years (with high school diploma) or 2 years (with bachelor's degree) in Accounting, Business or Public Administration or related field.
Experience:	Minimum 5 years with high school diploma or two years (with Bachelor's degree) of relevant experience in an international organization at the national/international level in the financial management and administration area is required; Experience in the usage of computers and standard MS Office software packages (MS Word, Excel, PowerPoint, etc) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems is required; Knowledge of UN Financial Regulations and Rules is desirable.

	Experience in a large Enterprise Resource Planning System is desired; Experience in the UN ERP SAP (similar to Umoja) will be an advantage.
Language Requirements:	Fluency in English and Arabic is required.

Interested candidates should submit their duly filled P.11 [form](#) and a cover letter explaining why they think they are the best candidate for the position to unodc-egythr@un.org by **close of business day of 08 August 2024 writing in the subject line the title of the position.**