



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Representation Office in Sri Lanka

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அகதிகளுக்கான ஐக்கிய நாடுகள் உயர் ஸ்தானிகராலய பிரதிநிதித்துவ - இலங்கை அலுவலகம்

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13 September 2018

INTERNAL / EXTERNAL - VACANCY NOTICE

Title	- Senior Finance/Programme Associate
Duty Station	- Colombo
Grade / Position Number	- UN Salary Scale – G7 / 10006500
Type of Contract	- Fixed-Term (<i>Initial contract for one year</i>)
Effective Date	- 1 January 2019

Under the direct supervision of the Assistant Programme Officer, Colombo, the incumbent needs to perform the following duties/responsibilities;

FUNCTIONAL STATEMENT

Accountability

- UNHCR's financial rules and regulations, policies and procedures are adhered to by the office.
- A smooth operational work is ensured through timely payments, procurement, cash replenishment and monitoring of expenditure and budget balance; financial reports provided as per financial guidelines and when required.
- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Responsibility

- Maintain cash books, ledgers and accounting records for classification and recording of financial transactions and for the reconciliation of accounts and preparation of recurring or special reports.
- Calculate and pay salaries, allowances, travel claims and other payments to staff members and other claimants.
- Prepare financial data for budget estimates and financial planning.
- Reconciliation cash books with bank statements.
- Maintain liaison with officials of local banks and financial institutions to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations, and matters pertaining to maintenance of office bank accounts.
- Assist higher-level officers in all aspects of accounts maintenance and budget control by providing reports on financial status, procedures, exchange rates, costs and expenditures and potential funding problems.
- Provide inputs for developing the country operations plan for overall compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Collect, register and maintain information on project activities. Prepare background material for use in discussions and briefing sessions.
- Assist in identification, formulation and implementation of the country programme and projects. Participate in the preparation of project documents including agreements, sub-agreements, IPR recording and project descriptions.

- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures; undertake field visits.
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Perform other relevant duties as required.

Authority

- Verify that financial transactions are correct and in accordance with UNHCR rules and procedures.
- Recommend adjustments in plans and programmes based on the collected information.
- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.
- Represent UNHCR in physical monitoring of projects.

REQUIRED COMPETENCIES

- Empowering and Building Trust
- Managing Performance
- Managing Resources
- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary education and advanced training/ certificate in Business Administration, Finance or related field.
- Minimum 11 years of previous job experience relevant to the function.
- Computer skills (in MS office).
- Fluency in English and working knowledge of another local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

Interested candidates are invited to fill in the Personal History form which can be obtained from www.unhcr.org/recruit/p11new.doc. Completed Personal History Forms are to be submitted on or before 27 September 2018 at 4.30 p.m. to lkacohr@unhcr.org with a subject line "**Senior Finance/Programme Associate, UNHCR Colombo**". No late applications will be accepted.

Only candidates short-listed will be contacted.