From: vacancy@unfpa.org

Sent: Friday, July 05, 2013 1:00 PM

To: ALL STAFF; HR OUTREACH CONTACTS

Subject: Vacancy Announcement - Job ID 2287 - Human Resources/Finance Analyst, ICS-9 (P-2),

South Sudan

We are pleased to announce the following vacancy:

VACANCY NO.: Job ID 2287

CLOSING DATE: 17 July 2013 (at 5:00 p.m New York time)

POST TITLE: Human Resources/Finance Analyst

CATEGORY: ICS-9 (equivalent to P-2)

POST NUMBER: 66975

POST TYPE: Non-rotational

DUTY STATION: Juba, South Sudan

DURATION: One year (renewable)ⁱ

ORGANIZATIONAL UNIT: East and Southern Africa Region

ORGANIZATIONAL LOCATION

Under the guidance of UNFPA Representative and direct supervision of the UNFPA International Operations Manager in coordination with the Deputy Representative, the Human Resources (HR)/Finance Analyst is primarily responsible for the management of HR functions in the Country Office (CO) and for all aspects of budget management and financial reporting.

JOB PURPOSE

The HR/Finance Analyst is responsible for transparent implementation of HR strategies in the CO and effective delivery of HR services and management of the CO HR Unit. He/she analyses, interprets and applies HR policies, rules and regulations, establishes internal procedures and provides solutions to a wide spectrum of complex HR issues. He/she supervises the Administration Associate who has been assigned line HR functions.

In addition to the HR functions, the HR/Finance Analyst will be responsible for all aspects of budget management and financial reporting and serve as level two Approving Officer. He/she analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues.

The HR/Finance Analyst promotes a collaborative, client-oriented approach consistent with UNFPA's rules and regulations. He/she responds creatively to complex challenges and frequently changing demands.

MAJOR ACTIVITIES/EXPECTED RESULTS

Summary of Key Fuctions:

- Implementation of HR strategies and policies
- Effective HR annual plan implementation
- Staff performance management and career development
- Facilitation of knowledge building and knowledge sharing
- Implementation of operational and financial management strategies
- Projects' budget management
- Control of CO accounts
- 1. Ensures implementation of HR strategies and policies focusing on achievement of the following results:
 - Full compliance of HR activities with UNFPAs rules and regulations. Effective implementation of the internal control, proper design and functioning of the HR management system.
 - Continuous analysis of corporate HR strategies and policies, assessing the impact of changes and making recommendations on their implementation in the CO. Continuous research of the matters related to conditions of service, salaries, allowances and other policy matters. Elaboration and introduction of measurement indicators, monitoring and reporting on achievement of results.

- CO HR business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in HR management, control of the workflows in the HR Unit.
- Implementation of the strategic approach to recruitment in the CO, proper use of contractual modalities, forecast of the staffing needs, performance evaluation and staff career development management.
- 2. Ensures effective human resources management focusing on achievement of the following results:
 - Implementation of recruitment processes including drafting job descriptions, job classification, vacancy announcement, screening of candidates, chairing interview panels. Oversight of recruitment under UNDP projects.
 - Review and certification of submissions to the Local Career Review Panel.
 - Management of contracts in and outside Atlas to the extent that the present system is decentralized from UNDP. Monitoring and tracking of all transactions related to positions, recruitment, HR data, benefits, earnings/deductions, retroactivity, recoveries, adjustments and separations through Atlas. Management of International staff entitlements and position funding delegated to the HR Unit.
 - Development and management of local CO database of candidates.
- 3. Ensures proper staff performance management and career development focusing on achievement of the following results:
 - Coordinates the PAD and Service Contract evaluation exercises in the CO.
 - Support to effective learning management including establishment and support of the implementation of the Whole Office Learning plan and individual learning plans in collaboration with the Senior Management and Learning Manager. Implementation of the Universal Access strategy ensuring access to role appropriate learning activities.
- 4. Participates in the conduct of UN-related surveys such as comprehensive and interim local salary, hardship and place-to-place surveys in coordination with the International Operations Manager.
- 5. Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:
 - Organization of training for operations/ programme staff on HR issues.
- 6. Ensures implementation of operational and financial management strategies, and adapts processes and procedures, focusing on the achievement of the following results:
 - Full compliance of financial activities, financial recording/reporting system and audit follow up with UNFPA rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.
 - Continuous monitoring of the financial system.
 - Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions.
 - Serves as a level II Approving Officer in Atlas system.
- 7. Coordinates effective management of CO budgets:
 - Compliance with corporate guidelines on management of Institutional budgets:
 - Oversight over and provision of guidance on budgeting and tracking of regular programmable resources and earmarked funds;
 - Producing, analyzing and presenting to management budget utilization reports; identify spending trends and alert management for potential deficits or under-utilization of funds;
- 8. Control over CO accounts:

- Regular monitoring of CO Operating Fund Account (OFA) balances; facilitating regular clean-up; resolving existing and preventing new aged balances;
- Oversight over proper management of office petty cash accounts;
- Overview over regular reconciliation and clean-up of CO balance sheet accounts; follow-up on timely implementation of all guidance and instructions notes received from HQ's Finance Branch;
- Coordination of annual accounts closure exercise following corporate guidelines; producing certifications as required.

CORE COMPETENCIES:

- Values/Guiding Principles;
- Performance Management;
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;
 Working in Teams;
- Self-Management/Emotional Intelligence;
- Communication;
- Appropriate and Transparent Decision Making;
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence:
- Knowledge Sharing/Continuous Learning

FUNCTIONAL COMPETENCIES:

- Advocacy/advancing a policy oriented agenda
- Results based programme development and management
- Leveraging the resources of partners / building strategic alliances and partnerships
- Innovation and marketing of new approaches
- Job knowledge / technical expertise

QUALIFICATIONS AND EXPERIENCE:

- Advanced university degree in Human Resources, Business Management or related qualifications
- At least 2 years of experience in similar capacities. Prior experience in developing countries is an asset.
- · Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds
- Willingness to work in a hardship environment
- Fluency in English required; knowledge of another UN language an asset

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position.

HOW TO APPLY:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at

https://erecruit.partneragencies.org/erecruit.html

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Notice to applicants: In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

Interviews will be conducted for this post; there will be no written test.

ⁱ No expectancy of renewal in accordance with UN Staff Regulation 4.5