



<b>Temporary Job Opening (TJO) for Finance Clerk UNSMIL-GS3-TJO002/2018 (Open for 07 days)</b>	
<b>Title:</b>	Finance Clerk
<b>Level:</b>	GL-3
<b>Duty Station:</b>	Tunis
<b>Section:</b>	Finance Section
<b>Date of Issue:</b>	07 March 2018
<b>Deadline for applications:</b>	13 March 2018
<b><u>Women candidates are strongly encouraged to apply to the mentioned position</u></b>	
<b>HOW TO APPLY:</b>	<p><b>STEP 1:</b> Interested applicants should submit the United Nations Personal History Form (P11) obtainable at the following web site: <a href="https://unsmil.unmissions.org/sites/default/files/p11-form.doc">https://unsmil.unmissions.org/sites/default/files/p11-form.doc</a></p> <p><b>STEP 2:</b> Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a> and it MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS3-TJO002/2018)</p>
<b>ORGANIZATION SETTING AND REPORTING:</b>	<p>This position is located within the Finance Section within the Mission Support Division of the United Nations Support Mission in Libya (UNSMIL). The position is based in Tunis, Tunisia. The incumbent will be performing under the overall guidance of the Chief Finance and Budget Officer, and under direct supervision of the Finance Officer–In-Charge.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
<b>JOB DESCRIPTION:</b>	<p><b>Responsibilities:</b> Under the overall guidance of the Chief Finance Officer and direct supervision of the Finance Officer, the Finance Clerk will be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Process in a timely manner monthly DSA and any associated payments for consultants;</li> <li>• Check all submitted invoices prior issue of Bond de Command, and coordinate with Tunisian Government/Finance Department to report quarterly all invoices after uploading it in CD;</li> <li>• Coordinate with SAUs and assist with vendors and submitted invoices if there are any discrepancies;</li> <li>• Prepare Manual Payment instructions for the house bank to transfer funds from USD to LYD bank account based on the need with Approval from the bank Signatories;</li> <li>• Process payments in Umoja;</li> </ul>



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- Check, Calculate and process F10 claims;
- Ensure that proper documentation of payment instructions are forwarded to the Cashier's Office for further processing;
- Ensure that necessary certifications and approvals are obtained from the respective certifying and approving officers before disbursements are made;
- Liaise with Human Resources Section with regard to adjustments that are needed to ensure accurate payments to UNSMIL personnel, and with other Sections to follow up whether goods are provided, services are rendered and recoveries are required before any payments are made;
- Coordinate with relevant internal sections/units and external parties (such as banks and vendors) to ensure timely processing of payments;
- Promptly notify payees of status of payments and recoveries;
- Promptly and properly file, archive and maintain any documentation (in either conventional or electronic form) as required
- Review and reconcile accounts payable and receivable at least on a monthly basis to ensure that timely action is taken;
- Prepare and record financial data in SAP for review and approval of an approving officer in accordance with the Financial Regulations and Rules of the United Nations, policies and guidelines;
- Assist in the financial queries from UNSMIL personnel and external parties;
- Compute claims and entitlements of UNSMIL personnel and raise vouchers in a timely manner as directed by the Finance Officer;

**General:**

- Keep up-to-date on documents/reports/guidelines that have a bearing on matters related to programme, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Draft or prepare correspondence to respond to enquiries in respect to relevant financial matters.
- Maintain and keep up-to-date files.
- Perform any other related duties as assigned by the Finance Officer.

**Work implies frequent interaction with the following Sections:**

Budget, Finance, Human Resources, Self-Accounting Units and Administrative Officers in the Secretariat and in the field.

**Results Expected:**

Work with minimal amount of supervision; independently provide accurate reports and timely support to the Finance Officer in the area of related responsibilities as determined by the Finance Officer, Chief Finance Officer and Chief of Mission Support in all financial areas and other related duties as assigned



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<p><b>COMPETENCIES:</b></p>	<p><b>Professionalism:</b> Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyze and format data across the full range of finance functions, including programme development and database management, claims and treasury operations. Ability to identify and resolve data discrepancies and operational problems. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.</p> <p><b>Teamwork:</b> 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.</p> <p><b>Accountability:</b> Takes ownership of all responsibilities and honours 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.</p>
<p><b>QUALIFICATIONS:</b></p>	<p><b>Education: Education:</b> High school diploma or equivalent with certificate/diploma in accounting or finance. University degree in finance or accounting is an asset.</p> <p><b>Experience:</b> A minimum of two (2) years of work experience in finance, budget, accounting, administrative services or related area is require. Hands on experience in computerised accounting systems and related software (such as ERP) is desirable. Experience in a United Nations Organization or similar International Organization is desirable. Knowledge of UN Regulations and Rules including the financial modules and applications is an advantage.</p> <p><b>Language:</b> English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English and Arabic is required.</p> <p><b>Important</b> This vacancy is open for Tunisian Nationals and Non-Tunisian nationals who have a valid work permit to work in Tunis.</p>

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<b>SPECIAL NOTICE:</b>	Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Tunisia must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.
<b>ADDITIONAL INFORMATION:</b>	Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.  <b><u>Incomplete applications or applications received after the deadline will not be considered.</u></b>  The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.