



Preview

NATIONA POST: Finance Associate, G7, Yangon, UNFPA Myanmar ...

Preview

Internal - Desktop

Language

English (Default)

Job Info

Organization United Nations Population Fund	Bureau
Locations Yangoon, Myanmar	Independent office
Work Locations United Nations Population Fund	Contract Duration 1 Year with Possibility for extension
Posting Date 4-Jul-2022	Education & Work Experience High School certificate- 7 year(s) experience
Apply Before 24-Jul-2022 18.00	Other Criteria First level university degree in Finance, Business, Public ...
Posting Visibility Internal and External	Required Languages English
Full or Part Time Full time	Desired Languages
Grade G7	Vacancy Timeline 3 Weeks
Vacancy Type Fixed Term	Mobility required/no mobility
Practice Area	Job Category Administration/Operations/Support

Job Details

Job Description

The Position:

The Finance Associate delivers effective financial advice and services to internal and external clients, providing finance related guidance to both Country Office (CO) and UNFPA supported projects.

You will report to Operations Analyst under the overall guidance of the International Operations Manager. You will supervise the Finance Assistant.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

UNFPA's 4th Country Programme Document (2018-2022) for Myanmar was approved by the Executive Board in September 2017. The Programme focuses on three key areas of intervention 1) sexual and reproductive health) 2) gender equality and women's empowerment and 3) population dynamics. The 4th Country Programme is aligned with UNFPA's Strategic Plan (2018-2021) as well as within the umbrella of the first United Nations Development Assistance Framework (2018-2021). Youth and adolescents, gender equality issues are mainstreamed throughout the programme.

UNFPA has partnerships with other UN agencies, INGOs and local NGOs, foundations and research institutions, with a presence in a number of priority states/regions. UNFPA's work involves development, humanitarian and peace building initiatives. Human rights and conflict sensitivity are an integral component in all of UNFPA's programming areas.

The Finance Associate oversees the delivery of financial services in the Country Office (CO) by ensuring an effective and transparent utilization of financial resources. S/he takes a client-oriented results focused approach to interpreting the rules, procedures and guidelines. S/he will support the effective financial management of UNFPA programme activities in the Country through collaboration with the programme team and implementing partners.

Main Tasks & Responsibilities

You would be responsible for:

- ◆ Supporting the monitoring of programme financial performance, by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action.
- ◆ Developing effective mechanisms for monitoring programme and project budgets; coordinating compilation of financial data; and regularly providing accurate, up to date financial information to programme colleagues
- ◆ Interpreting financial policies and procedures and providing training and guidance to staff and project managers. Striving to identify innovative ways in which programme financial needs can be met within existing policies.
- ◆ Assisting in the management of the CO budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- ◆ Maintaining an effective financial recording and reporting system including internal control on financial transactions and procedures
- ◆ Reviewing and monitoring charges for common services and cost recovery, taking into account maximum cost efficiency; as assigned by the supervisor represent UNFPA's interests in financial negotiations and agreements.
- ◆ Ensure that financial transactions, including advances of funds to implementing partners have sufficient supporting documentation and are processed in a timely manner
- ◆ Prepare monthly cash-flow forecast for the Country Office in liaison the CO operations and programme team
- ◆ Support the Year end Accounts closure processes as assigned by the supervisor
- ◆ Support the facilitation of knowledge building and sharing in the area of financial management
- ◆ Act as an alternate HACT focal point for the CO

Qualifications and Experience:

Education:

- ◆ Completed Secondary Level Education required. First level university degree in Finance, Business, Public Administration or similar discipline is desirable.

Knowledge and Experience:

- ◆ Seven years of relevant experience in finance, administration or office management.
- ◆ Proficiency in current office software applications and web-based management and ERP financial systems.

Languages:

- ◆ Fluency in English is required

Required Competencies:

Values:

- ◆ Exemplifying integrity
- ◆ Demonstrating commitment to UNFPA and the UN system
- ◆ Embracing cultural diversity
- ◆ Embracing change

Core Competencies:

- ♦ Achieving results
- ♦ Being accountable
- ♦ Developing and applying professional expertise/ business acumen
- ♦ Thinking analytically and strategically
- ♦ Working in teams/managing ourselves and our relationships
- ♦ Communicating for impact

Functional Competencies:

- ♦ Managing the organization's financial resources
- ♦ Providing procurement services
- ♦ Ensuring facilities and assets management

HOW TO APPLY:

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.

To apply for the post, please click on the following link: This link is for the external applicants.

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/4581

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