



VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	15/GS/BFS/06
<u>Functional Title and Grade:</u>	Finance-Budget Assistant (G-4)
<u>Department/Service:</u>	Budget and Finance Section
<u>Remuneration:</u>	Starting from US\$ 12,531 gross per annum depending on relevant background and experience.
<u>Number of Positions:</u>	One
<u>Type of Appointment:</u>	Fixed-Term
<u>Duration:</u>	The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.
<u>Deadline for Applications:</u>	01 December 2015

APPOINTMENT WILL BE MADE ON A LOCAL BASIS.
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO PASS TESTS AND TO TAKE AN INTERVIEW

United Nations Core Values: Integrity, Professionalism, Respect for Diversity.
Candidates will be expected to move periodically to new functions throughout their careers and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

SUMMARY OF DUTIES:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a domestic court supported with international staff, established in accordance with Cambodian law. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will bring to trial senior leaders of Democratic Kampuchea and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, that were committed during the period from 17 April 1975 to 6 January 1979.

RESPONSIBILITIES:

Under the overall supervision of the Chief, Budget and Finance Officer and reporting on day to day basis to the Finance/Budget Officer and Finance Assistant, the Finance/Budget Assistant will be responsible for the following duties:

- Create, amend review and close fund pre-commitment and commitment documents in accordance with UN Financial Regulations and Rules.
- Ascertain the completeness and reliability of supporting documents to be uploaded into Umoja as attachments.
- Provide administrative support to the budget officer to effectively service UNAKRT Section/Units;
- Support the budget officer to organize and file documents required for budget implementation and reporting;
- Review, on a daily basis, outgoing open payments in Umoja and take appropriate action;
- Verify UNAKRT house bank payment list for completeness and take corrective actions for open items.
- Review the status of outgoing UNAKRT payments processed by other UN house banks to ensure accurate payments in a timely manner.
- Record and archive incoming and outgoing fund transfer advices for future references.
- Provide back-up support for the smooth operation of the Cahier's Office when the Cashier is away.
- Responds to queries from staff members and third parties on payments processed by UNAKRT Cashier's Office.
- Perform other duties as may be required.

During the interview, candidates will be asked to demonstrate that they possess the following competencies:



PROFESSIONALISM: Knowledge of accounting policies and practices. Ability to maintain accurate records, interpret and analyze a wide variety of data. Ability to identify and resolve data discrepancies and other 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.

TEAMWORK: 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.

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.

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

QUALIFICATIONS AND EXPERIENCE:

EDUCATION: High school diploma or equivalent. Qualification (certificate or training) in accounting and/or finance is highly desirable.

WORK EXPERIENCE: Four (4) years of experience in accounting, finance or related area. Consideration for up to 3 years equivalent work experience may be given for candidates in possession of a university degree.

LANGUAGES:

Khmer, English and French are the working languages of the ECCC. For the post advertised, fluency in oral and written English is required. Knowledge of French and/or Khmer is an advantage.

OTHERS: Knowledge of Umoja (UN ERP System) is an asset. Familiarity with UN Financial Regulations and Rules is desirable. Advanced computer skills including Word, Excel and Access is required.

HOW TO APPLY:

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at http://www.unakrt-online.org/06_recruitment.htm, and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, UNAKRT, to the following email address unakrt-jobs@un.org

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

Short-listed applicants will have to undergo an Accounting Test and applicants who pass the accounting test only will be called for the competency based interview.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations-chapter 3, article 8).

THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT

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