

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

VA Number: VENCA/FTA/004/2022

Title of Post	Senior Project Control Assistant	Category/grade	General Service, G5
Post Number	10038384	Type of contract	Fixed-term Appointment
Location	Caracas, Venezuela	Date of Issue	01/07/2022
The Effective Date of Assignment	As soon as possible	Closing Date	31/07/2022

Operational Context:

The position is located at the UNHCR office in Caracas which is classified as a duty station C. The UNHCR office in Caracas is located in Altamira, Chacao Municipality where most of the UN agencies and most of the official residences are located. The primary functions of project control are to complement programme management and provide support for oversight of projects including the formulation of a monitoring plan, quality assurance, and verification. Other activities of project control include: review of project agreements, project audit, monitoring that there is synchrony between financial and operational performance, participation in multi-functional monitoring activities and reviews, tracking project risk management, and supporting project closure.

It is essential to maintain segregation of duties between project control and programme functions for effective accountability and oversight. Where there is no Project Control Officer, General Service staff performing project control functions should report directly to the Head of Office.

The Senior Project Control Assistant receives general guidance and work plans from the supervisor. They work independently on regular assignments under the supervision of the Project Control Officer or to the same management level as programme. The incumbent has no supervisory role.

Project Control staff play a very important role in maintaining harmonious and effective partnerships, and often interact with implementing partners. As a result, incumbents need to be very mindful of all dimensions of partnerships in their interaction with partners (in accordance with the Principles of Partnership, the Code of Conduct and other relevant documents).

Please also note that recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against COVID-19.

Duties:

- Contribute to reviewing the internal control systems of implementing partners.
- Assist with monitoring that IP agreements are established for each project.
- Prepare reports on project expenditures levels and patterns in relation to the Country Operations Plan and project agreements and implementation rates to track project progress.
- Assist with the verification of the financial status of projects by researching files, calculating costs and anticipating expenditures, to that the balance available under each project can be easily monitored.

- Bring to the attention of supervisors and programme officers any significant variances at the office level in: budget execution, percentage of project execution, time schedule, and quality of projects against specifications or terms and conditions.
- Escalate IP issues to supervisors.
- Recommend acceptance or non-acceptance of IPRs and payment of instalments.
- Contact implementing partners for project related matters.
- Perform other related duties as required.

Minimum Qualifications:

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

Accounting,	Auditing,	Business Administration,
Finance,	Project Management	

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Job experience in the field of accounting/finance, auditing, project management, business analysis, quality assurance and/or risk management. Excellent computer skills, in particular in MS Office applications. Excellent communication skills.

Desirable

Good knowledge of United Nations financial rules and procedures. Good understanding of accrual accounting (such as IPSAS or IFRS). Working experience with ERP financial modules (such as PeopleSoft, Oracle or SAP).

Functional Skills

FI-Auditing practical experience
 IT-Computer Literacy
 FI-PeopleSoft Financial Management
 MG-Project Management
 PC-Quality Assurance/Control
 UN-UN/UNHCR Financial Rules and Regulations and Procedures

(Functional Skills marked with an asterisk* are essential)

Language Requirements:

For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.**

For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.**

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

Competency requirements:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies

- Not specified.

Cross-Functional Competencies

- Planning and Organizing
- Political Awareness
- Stakeholder Management

Eligibility:

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (*RALS, UNHCR/AI/2020/1/Rev.2*). If you have questions regarding your eligibility, you may also contact the HR Unit.

In line with the RALS, the below category of candidates are eligible to apply for internally/externally advertised vacancies.

Group 1 candidates: Group 1 comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above. However, current GS staff members holding an indefinite or fixed-term appointment in the country of the vacancy who apply for a position two grades above the personal grade will be considered as Group 2 applicants.

Group 2 candidates: Group 2 comprises candidates from the below categories **after completion of one cumulative or continuous year of service** in the country of the vacancy.

- I. Current locally recruited UNHCR staff members holding a temporary appointment up to a maximum of two grades above their current positions;
- II. Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females) up to a maximum of two grades above the last position at UNHCR;
- III. National United Nations Volunteers currently working for UNHCR;
- IV. National UNOPS and individual contractors currently working for UNHCR;
- V. Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade;
- VI. Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment applying to a GS post;
- VII. Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment applying to a GS post;
- VIII. Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment up to a maximum of two grades above their current positions.

External candidates: External candidates are candidates who are not in Group 1 or Group 2. They must meet the essential minimum requirements of the position, candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission and please refer to the relevant category / grade level at: <http://icsc.un.org>

Submission of Applications:

- **Interested Group 1 and Group 2 applicants** need to apply via email by sending their UNHCR Factsheet, completed and signed UNHCR Personnel History Form (PHF) and Motivation letter to VENCAHR@UNHCR.ORG. Please update your personal profiles (factsheet) with all required information before your application.
- **Interested external applicants** also need to apply via email by sending their completed and signed UNHCR Personnel History Form (PHF) and Motivation letter to VENCAHR@UNHCR.ORG
- All applications must be sent by email to the following email address VENCAHR@UNHCR.ORG and in the email subject line please quote the **Vacancy Announcement number / Title of the Position / Your Last Name**.
- Not signed, incomplete and late applications will not be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).
- The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.
- UNHCR is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, sexual orientation, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. UNHCR seeks to ensure that male and female employees are given equal career opportunities. All applications will be treated with the strictest confidentiality.
- UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at inspector@unhcr.org or through the online complain form at <http://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.
- UNHCR only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>.

- For any technical problems encountered during the online application, please send an email to the below email address titled **“Online VA Query-your name and surname”**. Human Resources Caracas VENCAHR@UNHCR.ORG