

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

VA Number: VENCA/FTA/007/2022

Title of Post	Assistant Project Control Officer	Category/grade	General Service, NOA
Post Number	10038383	Type of contract	Fixed-term Appointment
Location	Caracas, Venezuela	Date of Issue	06/09/2022
The Effective Date of Assignment	As soon as possible	Closing Date	25/09/2022

Operational Context:

The Assistant Project Control Officer will work under the direct supervision of the Deputy Representative (Operations) and will be responsible for oversight in the monitoring of the implementation of UNHCR's projects carried out by Partners and through Direct Implementation.

The successful candidate should have sound experience and knowledge in financial management and programme management. In addition to supporting partnership arrangements, the Assistant Project Control Officer role requires complementing programme management by providing oversight for projects, including review of project agreements, formulation of risk-based monitoring plans, quality assurance and accountability, project audit, monitoring and verification.

Furthermore, the position will assist in evaluating synergies between financial and operational performance for all projects, including active participation in the multi-functional teams in monitoring activities, tracking project risk management, and supporting project closure at the end of the year. Direct implementation will also be monitored through the revision of relevant documentation. Close working relations will be required with colleagues in various units, especially Programme and partners, to ensure that desired results are achieved and projects are implemented in line with the provisions and objectives set in partnership agreements. Complementary to programme management, s/he will support risk management, and conduct analysis and assessment of risks associated with partnerships and implementation modalities under direct implementation, policy compliance, operational practices, mitigation measures, and make technical recommendations in line with UNHCR's financial rules, policies, regulations, and operational context.

The profile of Assistant Project Control Officer should include cultural sensitivity, managerial competencies, good interpersonal skills, strong diplomatic skills, and advanced knowledge in project control functions. The successful candidate should possess the requisite levels of professional maturity, communication, collaboration, and analytical skills. Educational background as Accountant / Business Administration / Finance / Economics / Project Management; or other relevant field would be needed.

Periodic travel to field locations in the country and/or participation in activities organized with UNHCR's Regional Office may be required.

The incumbent of this position will supervise 1 GS staff.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as

relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

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:

- Participate in the annual assessment and planning cycle.
- Assist with the review of project agreements, ensuring that they are in conformity with Country Operation Plans and UNHCR's rules, policies and procedures.
- Assist with the formulation and implementation of a performance project monitoring plan in collaboration with the Programme Unit and MFT.
- Assist with the development of the direct implementation monitoring plan in collaboration with the Programme Unit and other relevant functions.
- Assist with the support of Programme and other relevant functions in the selection of implementation modalities.
- Contribute to tracking the management of project and direct implementation risks in collaboration with the Programme Unit, and report major risks to senior management.
- Contribute to reviewing, analysing and verifying Financial and Performance Partner Reports (PFR and - PPR), and to checking accuracy and consistency between PFR and PPR, in accordance with partnership agreements.
- Monitor, track and verify that expenditure for direct implementation by UNHCR is in line with the approved budget.
- Conduct reviews of the internal control systems of partners implementing projects and provide advice as required.
- Provide input on identified variants, risks and issues to partners, Programme Unit and escalate to management as required.
- Support timely project closure in coordination with the Programme Unit.
- Provide input to the mid- and end-year programme review process on issues related to project control.
- Maintain professional relationships with partners implementing projects and UNHCR's contractors.
- Keep up-to-date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- Perform other related duties as required.

Minimum Qualifications:

Education & Professional Work Experience

Years of Experience / Degree Level

For P1/NOA - 1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree

Field(s) of Education

Business Administration; Economics; Management; or other relevant field.

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

- Accounting;
- Auditing;

- Asse Chartered Certificate Account
- Chartered Inst. Of Management Account
- Institute of Mgmt Accountants
- Chartered Accountant
- Certif. Practising Accountant

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

Relevant Job Experience

Essential

Good knowledge of international auditing standards.

Desirable

Good understanding of the workflows of major Enterprise Resource Planning financial modules (such as PeopleSoft, SAP or Oracle). Working experience with accrual accounting (such as IPSAS or IFRS).

Functional Skills

PC-Project Control

FI-International Auditing Standards

FI-Auditing practical experience

MS-Monitoring & Evaluation

MS-Data Collection and Analysis

MS-Reporting skills

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

- Judgement and Decision Making

Cross-Functional Competencies

- Analytical Thinking
- Negotiation and Conflict Resolution
- Planning and Organizing

Eligibility:

Candidates must be Venezuelan Nationals.

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (*RALS, UNHCR/AI/2020/1/Rev.1*). 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 NPO vacancies.

Group 1 candidates: Current NPO staff members holding an indefinite or fixed-term appointment are eligible to apply to advertised positions in the NPO category at their personal grade and one grade below or above, as Group 1 candidates.

External candidates: All other candidates are eligible to apply to positions in the NPO category as external candidates, including GS staff members holding a university degree and fulfilling eligibility requirements, regardless of grade or length of service, who may apply to any vacant NPO position in their country of assignment for which they qualify. External candidates must meet the essential minimum requirements of the position.

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 internal 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 subject to functional clearance and 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 <https://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 application, please send an email to the below email address titled **"Vacancy number query - your name and surname"**. Human Resources Caracas VENCAHR@UNHCR.ORG.