

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

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

Job Requisition Number: JR2309957

Title of Post	Senior Finance Assistant	Category/grade	General Service, G5
Post Number	31000853	Type of contract	Fixed-term appointment
Location	Caracas, Venezuela	Date of Issue	10 January 2023
The Effective Date of Assignment	1 July 2023	Closing Date	29 January 2023

Operational Context / Desired candidate profile:

The Senior Finance Assistant is normally supervised by a more senior admin/finance colleague who defines work objectives and provides regular advice and guidance. The incumbent also refers to UNHCR Manuals and relevant policy papers on financial issues. The incumbent assists with the processing of financial transactions. S/he keeps frequent contact with staff at various levels in the office and with bank officials to exchange information. The incumbent may liaise with suppliers on finance related matters. S/he will process earnings and deductions from payroll on a monthly basis. Knowledge in COMPASS platform is needed. Experiences therefore in all these areas are needed.

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.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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:

- Maintain financial records for project or other office accounts for which responsibility is assigned.
- Record receipts and payments, assure accuracy of computation and completeness of documents and maintain continuing status of allotments against obligations.
- Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-expected receipts.
- Prepare special reports to clarify problems or as requested for other reasons.

- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment.
- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments.
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts.
- Brief and assist new staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- 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

Field(s) of Education

Not applicable.

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

Certificates and/or Licenses

Accounting; Prog;	Business Administration;	Finance;	HCR Learning
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(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Not specified.

Desirable

Not specified.

Functional Skills

IT-Computer Literacy;
FI-PeopleSoft Financial Management;
UN-UN/HCR Financial Rules and Regulations and Procedures;
IT-Microsoft Office Productivity Software;

(Functional Skills marked with an asterisk* are essential)

Language Requirements:

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

Analytical Thinking
Technological Awareness
Planning and Organizing

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.

Internal candidates: 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.

Candidates with UNHCR experience: Current GS staff members holding an indefinite or fixed-term appointment in the country of the vacancy applying to two grades above their own, staff members holding an indefinite or fixed-term appointment in other categories (P/FS/NPO), staff loaned/seconded from another UN organization/international organization/government entity, staff members on temporary appointment, affiliate workforce, interns, as well as former UNHCR locally recruited staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females).

External candidates: External candidates 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 internal applicants need to apply online via Workday / Career Page by searching for the vacancy by location / country of assignment. Please make sure to update your Career profile first in Workday before applying for the position.**

- **External applicants also need to apply online via Workday** and can access the recruitment platform via below link and search for the job by location, country of assignment:

<https://unhcr.wd3.myworkdayjobs.com/External>

- Prior to applying, please make sure that your Workday Career Profile is accurate and up-to-date. There are several resources available to support you.

👉 [How do I fill in my Career Profile](#) (job aid)

👉 [Find out how to build a strong Career Profile](#) (video)

- All applications for UNHCR positions are processed in Workday. This [demonstration video](#) and [this checklist](#) will guide you through the key steps of applying. Once you have finalized your application, you can check the status of your application by visiting the Career page / My Applications tab in Workday. The [FAQ's](#) (under the video) list some of the most common questions and answers around this process.
- **All applications must be submitted online in Workday. Email applications will not be accepted. 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 <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 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