



VACANCY ANNOUNCEMENT

Official Job Title:	Finance Associate	Duty Station: Erbil, IRAQ
Adv. Number:	UNFPA/IRQ/17/05	Position Number: 86120
Current Grade:	G6	Duration: One Year
Contract Type:	Fixed Term Appointment	Date: 9 June 2017

1. Organizational Location

Finance Associate is located in Erbil, Iraq and reports to International Operations Manager.

2. Job Purpose

The Finance Associate delivers quality financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

3. Major Activities/Expected Results

- Supports the monitoring of programme financial performance for all core and non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over/ under expenditure problems and proposes remedial action.
- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to HQ/RO/SRO on a continuous basis.
- Interprets financial policies and procedures and provides guidance and training to staff and project managers. Strives to identify ways in which programme financial needs can be met within existing policies.
- Assists in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the Country Office.
- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interests in related negotiations and agreements.

4. Work Relations

The Finance Associate may supervise administrative and clerical staff at the CO. Internal contacts include the International Operations Manager, the CO's administrative management team, and the CO's programme/ technical team.

5. 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 Skill Set:**
- Managing the organization's financial resources.
 - Providing procurement services.
 - Ensuring facilities and assets management.



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6. Job Requirements

Education:

Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT financial systems.

Languages:

Fluency in English and local languages are required in both written and oral.

7. How to apply

Interested Applicants of Iraqi nationality **only** should complete their Personal History (P.11) form, which can be downloaded from the.

http://www.uniraq.org/index.php?option=com_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en.

Kindly forward your completed P11 to the email address vacancy.iraq@unfpa.org indicating the Vacancy Number and the Post Title in the e-mail's subject, before the deadline of **22 June 2017**.