



**UNITED NATIONS
OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS**

I. Position Information

Job code title:	Administrative/Finance Associate
Pre-classified Grade:	GS6
Duty Station:	Baghdad, Iraq.
Supervisor:	Administrative and Finance Officer
Duration:	1 year with possible extension
No of Positions:	One
Date of Entry:	As soon as possible.

II. Organizational Context

Under the guidance and supervision of the Administrative and Finance Officer, the Administrative /Associate provides administrative/finance services ensuring high quality, accuracy and consistency of work. The Administrative/Finance Associate promotes a client-oriented approach consistent with OCHA rules and regulations.

The Administrative/Finance Associate works in close collaboration with the Humanitarian advisory team office and OCHA HQs staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- ☐ Provision of effective and efficient administrative support services
- ☐ Support to supply and assets management
- ☐ Effective administrative and financial control in the office
- ☐ Proper common services
- ☐ Support to knowledge building and knowledge sharing

1. Ensures **implementation of operational strategies** focusing on achievement of the following results:

- ☐ Full compliance of Administrative activities with UNOCHA rules, regulations, policies and strategies.
- ☐ Input to the CO's Administrative business processes mapping and elaboration of the internal Standard Operating Procedures.

- ☐ Elaboration of proposals and implementation of cost saving and reduction strategies in

consultations with office management.

2. Ensures **effective and efficient provision of administrative support services**, focusing on achievement of the following results:

- ☐ Coordination and supervision of support staff engaged in the fields of registry, general services, telephone operator/receptionist, etc.
- ☐ Coordination and supervision of shipments and customs clearance, travel, events management, administrative surveys, transportation services and insurance, space management, procurement of supplies.
- ☐ Presentation of thoroughly researched information for planning of financial resources for administrative services
- ☐ Support with protocol matters, registration of staff, coordination with local authorities, on space and other administrative matters.
- ☐ Submission of information on administrative services provided for cost-recovery bills

3. Provides **support to proper supply and assets management**, focusing on achievement of the following result:

- Coordination of assets management in the CO, timely preparation and submission of periodic inventory reports, coordination of physical verification of inventory items.
- Coordination of the provision of reliable and quality office supplies

4. Ensures **effective administrative and financial control in the office**, focusing on achievement of the following results:

- ☐ Implementation of the control mechanism for administrative services, maintenance of administrative control records such as commitments and expenditures.
- ☐ Review, research, verification and reconciliation of a variety of data and reports ensuring accuracy and conformance with administrative rules and regulations; creation of vendor set-up information in Atlas;
- ☐ Review of data integrity in the database, control programme; analysis of results and initiation of corrective actions when necessary.
- ☐ Proper inventory control; supervision of proper issuance of inventory items and supplies.
- ☐ Review of travel authorizations, documentation, payments
- ☐ Assistance in the preparation of budget, audit and other reports
- ☐ Provision of researched information, reports for audit exercises.

5. Ensures proper **common services** focusing on achievement of the following results:

- ☐ Maintenance of common services to ensure integrated activities on common services and implementation of the UN reform.
- ☐ Proper planning and tracking of common services budget and of Agencies contributions to the common services account.

6. Support **knowledge building and knowledge sharing** in the CO, focusing on achievement of

the following results:

- ☐ Organization of training for the operations/projects staff on administration.
- ☐ Briefing to staff members on general administrative matters; provision of advice and administrative support.
- ☐ Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the efficiency of the unit. Effective and efficient of office operation, in terms of administration/financial as well as support in general affairs of office in Baghdad.

V. Competencies and Critical Success Factors

Functional Competencies:

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- ☐ Analyzes general information and selects materials in support of partnership building initiatives
- ☐ Maintains databases of donor information

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- ☐ Researches best practices and poses new, more effective ways of doing things
- ☐ Documents innovative strategies and new approaches
- ☐ Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- ☐ Understands the main processes and methods of work regarding to the position
- ☐ Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- ☐ Identifies new and better approaches to work processes and incorporates same in own work
- ☐ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ☐ Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- ☐ Documents 'best practices' in organizational change and development within and outside the UN system
- ☐ Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- ☐ Uses information/databases/other management systems
- ☐ Provides inputs to the development of simple system components
- ☐ Makes recommendations related to work procedures and implementation of management systems

Client Orientation

Level 1.1: Maintains effective client relationships

- ☐ Reports to internal and external clients in a timely and appropriate fashion
- ☐ Organizes and prioritizes work schedule to meet client needs and deadlines
- ☐ Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
- ☐ Responds to client needs promptly

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- ☐ Gathers and disseminates information on best practice in accountability and results-based management systems
- ☐ Prepares timely inputs to reports
- ☐ Maintains databases

Core Competencies:

- ☐ Demonstrating/safeguarding ethics and integrity
- ☐ Demonstrate corporate knowledge and sound judgment
- ☐ Self-development, initiative-taking
- ☐ Acting as a team player and facilitating team work
- ☐ Facilitating and encouraging open communication in the team, communicating effectively
- ☐ Creating synergies through self-control
- ☐ Managing conflict
- ☐ Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**

Informed and transparent decision making

VI. Recruitment Qualifications

Education:	High school education. Bachelor's in administration. University Degree in Business or Public Administration desirable, but it is not a requirement.
Experience:	<ul style="list-style-type: none"> • 6 years of relevant experience in administration or programme support service with high school degree • 3 years' relevant experience with bachelor's degree. <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.is desirable.</p>
Language Requirements:	Fluency in Arabic and English is required, Kurdish language knowledge is desirable..

How to Apply

Interested Applicants should complete the Personal History (P.11) form, (only P11 Form will be considered) which can be downloaded from the website [PDFfiller - undp p11 personal history form.pdf](#)

Kindly forward your completed P11 to the email address ochairaq.vacancies@un.org indicating the Vacancy Number and the Post Title in the e-mail's subject, before the **deadline of 18 July 2022.**