

**UNHCR Philippines**  
**Multiple Vacancy Notice (4 positions)**  
**INTERNAL / EXTERNAL**

<b>Vacancy Notice No. 02/2018</b>		Position No.:	10025893
Post Title:	Finance Associate	Post level:	GL- 6
Report to:	Associate Programme Officer	Contractual Status:	Fixed Term
Duty Station:	Manila	Date Issued:	2 February 2018
		Closing Date:	16 February 2018

**Organizational Context**

The Finance Associate is normally supervised by the (Senior) Finance Officer or the National (Asst/Assoc) Finance Officer who defines general work objectives and provides necessary 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 supervise some support staff.

**Accountability**

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- A smooth operational work is ensured through timely payments, cash replenishment and monitoring of expenditure and budget balance.
- Financial reports are provided as per financial guidelines and when required.

**Responsibility**

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Select and enter data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
- Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons.
- Advise and assist staff members, experts and consultants on all aspects of allowances, salary advances, travel claims and other financial matters, calculate and authorize payments due for claims and services.
- Maintain liaison with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts.
- Prepare detailed cost estimates and participate in budget analysis and projections as required.
- Perform other related duties as required.

**Authority**

- Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.
- Verify that the financial transactions are correct and in accordance with UNHCR rules and procedures.

**Required Competencies**

<u>Code</u>	<u>Managerial Competencies</u>
<input checked="" type="checkbox"/> M006	Managing Resources

  

<u>Code</u>	<u>Cross-Functional Competencies</u>
<input checked="" type="checkbox"/> X001	Analytical Thinking
<input checked="" type="checkbox"/> X003	Technological Awareness
<input checked="" type="checkbox"/> X005	Planning and Organizing

**Essential Minimum Qualifications and Professional Experience Required**

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.
- Minimum of 6 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft).
- Fluency in English and working knowledge of another relevant UN language or local language.

**Desirable Qualifications & Competencies**

- *Knowledge and work experience of MSRP Finance applications.*
- *Good knowledge of UN/UNHCR Financial rules and procedures.*
- *Completion of UNHCR learning programmes or specific training relevant to the functions of the position.*
- *Working knowledge of another relevant UN language.*

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**Vacancy Notice No. 03/2018**

Post Title: Assistant Information Management Officer  
Report to: Representative  
Duty Station: Manila

Position No.: 10025894  
Post level: NO-A  
Contractual Status: Fixed Term  
Date Issued: 2 February 2018  
Closing Date: 16 February 2018

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**Organizational Context**

The Assistant Information Management Officer assists in the production and dissemination of information on the population of concern, including but not limited to Protection and Programme information.

The incumbent operationalizes data standards developed at the central level in field operations, compiles data and analyses information from all populations of concern. S/he supports the Programme Team and UNHCR's implementing partners in the choice of indicators for monitoring to be included in sub-agreements as well as the Protection Team in operationalizing protection monitoring systems.

**Accountability**

- The Office delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely information.
- Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNHCR and its partners.

**Responsibility**

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Compile, aggregate and analyze data and information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data.
- Support the operation in the analysis of processed data and information and perform data quality and consistency control.
- Facilitate the analysis of cross-border information between relevant countries.
- Assist in training staff involved in information management activities, including data collection and data entry teams.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- Share UNHCR data with partner agencies and maintain Portal data and information in-line with agreed frequencies.
- Provide technical Information Management support to Needs Assessment processes, specifically in data collection, processing/collation and analysis.
- Perform other duties as required.

**Authority**

- Liaise with partners and represent UNHCR in meetings related to the functions.
- Make recommendations and provide advice on the technical information management requirements.
- Assist in training of data entry and data collection teams.

**Required Competencies**

- | <u>Code</u>                                 | <u>Managerial Competencies</u> |
|---|--------------------------------|
| 1. <input checked="" type="checkbox"/> M003 | Judgement and Decision Making  |
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- | <u>Code</u>                                 | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 2. <input checked="" type="checkbox"/> X001 | Analytical Thinking                  |
| 3. <input checked="" type="checkbox"/> X003 | Technological Awareness              |
| 4. <input checked="" type="checkbox"/> X005 | Planning and Organizing              |

**Essential Minimum Qualifications and Professional Experience Required**

University degree in information technology, demography, statistics, social sciences or any related area.

- At least 2 years of relevant work experience.
- Knowledge of the UN system and the humanitarian community.
- Proven skills to analyse statistical information.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.
- Excellent knowledge of English and working knowledge of another UN language.

## Desirable Qualifications & Competencies

- Proficiency in a second official UN language is desirable.
- Successful participation in the Operational Data management Learning Programme is desirable.
- Experience in web design and software development is an asset.
- Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, SQL Server, and/or proGres is desirable.
- Experience with HTML, PHP, ASP and/or Java is an asset.

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### Vacancy Notice No. 04/2018 (2 Positions)

Post Title: Snr Administrative/Supply Assistant  
Report to: Admin/Finance Associate  
Duty Station: Cotabato and Manila

Post level: GL-5  
Contractual Status: UNOPS  
Date Issued: 2 February 2018  
Closing Date: 16 February 2018

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### Organizational Context

The Sr. Administrative/ Supply Assistant will provide administrative assistance to the immediate supervisor and/or Head of Office to ensure that routine services and activities are properly implemented. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the Admin Associate.

The Sr. Administrative/ Supply Assistant provides support to all local activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance and warehousing in the operation support supply activities within an office.

The incumbent receives regular guidance and instructions from the supervisor on successive steps. S/he maintains regular contact on a working level on routine issues with other UNHCR offices, UN agencies, NGOs, government partners and commercial contractors in the area to facilitate the operation. The duty of the incumbent is to support and monitor the management of material resources within the geographical area covered by the office while exercising efficiency in the use of those resources.

### FUNCTIONAL STATEMENT

The Sr. Administrative/Supply Assistant is a position that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

#### Administrative Support:

1. Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
2. Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
3. Receive, register, route correspondence and office pouch. Maintain a follow up system
4. Maintain accurate and comprehensive records on logistical activities and provide reports and updates periodically, and on request. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
5. Assist the admin associate to monitor and record expenditure/disbursement of funds.
6. Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
7. Initiate custom clearance of consignments, draft exemption requests, liaise with local agent, support warehouse management, assist with planning and goods deliveries and provide information on the status of requests and the availability of items in the supply chain.
8. Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

#### Infrastructure Support

- Examine Purchase Service Requests to ensure conformity and liaise with requesters.
- Prepare quotation requests and tenders, produce bid-tabulations from tenders, and prepare Purchase orders for approval.
- Dispatch approved Purchase Orders, and follow-up with the delivery of ordered commodities and services.
- Provide information on all procurement activities within area of responsibility.
- Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulations including registration and marking of new PPE, physical verification of PPE, preparation of agreements, preparation of disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
- Produce standard asset management reports and other asset information, periodically and when requested.

### Required Competencies

- | <u>Code</u>                                 | <u>Managerial Competencies</u> |
|---|--------------------------------|
| 1. <input checked="" type="checkbox"/> M006 | Managing Resources             |

- | <u>Code</u>                                 | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 2. <input checked="" type="checkbox"/> X001 | Analytical Thinking                  |
| 3. <input checked="" type="checkbox"/> X005 | Planning and Organizing              |

### Essential Minimum Qualifications and Professional Experience Required

Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management , Human Resources or other related field.

Minimum 4 years (for secondary education holder) or 3 years (for secondary education and certificate/training holder) of previous job experience relevant to the function;

Computer skills (MS office and People soft applications).

Fluency in English and working knowledge of another relevant UN language or local language.

In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

### Desirable Qualifications & Competencies

Good knowledge of UNHCR Admin and financial rules, procedures and processes;

Knowledge and working experience of MSRP (Peoplesoft);

Prior exposure to UNHCR operations and functions relating to field office administration

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

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### APPLICATION IS OPEN TO FILIPINO NATIONALS ONLY

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject:

***“Application- VN 02 – Finance Associate”***

***“Application- VN 03 – Assistant Information Management Officer”***

***“Application- VN 04 – Senior Administrative /Supply Assistant - Manila”***

***“Application- VN 04 – Senior Administrative /Supply Assistant - Cotabato”***

to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org)

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the following links:

**P-11:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm)

**SUPPLEMENTARY FORM:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_PHF\\_Supplementary\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm)