

Job Title : Finance Assistant, G6  
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat  
Location : GENEVA  
Posting Period : 13 March 2013-12 April 2013  
Job Opening number : 13-FIN-UNISDR-26781-R-GENEVA (X)

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org .Setting And Reporting**

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction. This position is located in the Executive Office and the incumbent reports to the Finance and Budget Officer.

### **Responsibilities**

- 1.Reviews and prepares budget proposals and cost plans; finalizes budget performance submissions, analyzing variances between approved budgets and actual expenditure.
- 2.Prepare and submits envelopes for UNOG approval. Manages allotments and staffing tables for Headquarters Projects and Regional Offices; monitors expenditure and compares with approved budget; determines whether adjustments are necessary and ensures that these have been accurately processed.
- 3.Reviews the recording of pledges and contributions and prepares financial statements and management reports; reviews expenditures and reports for donors/funding counterparts on the utilization of resources.
- 4.Maintains relevant databases and files for management of assets at Headquarters and reconciles with UNOG's records of assets.
- 5.Validates and completes needed information

and data for Inter Office Vouchers (IOV's) further processing by UNOG.6.Reviews donor and grant agreements including project budgets.7.Prepare routine correspondence to UNOG, various UNISDR regional offices; provides guidance and training to colleagues on financial and budget procedures as required; coordinates with service units and liaises with internal team members both at Headquarters and in the regions on finance and budgetary issues. 8.Acts as certifying officer, within delegated authority (review requisitions for goods and services to ensure correct object of expenditure has been charged and availability of funds. 9.Performs other related duties as required.

## **Competencies**

Core Competencies:**PROFESSIONALISM:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professionalism rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; allocates appropriate amount of time and resources to complete work; monitors and adjusts plans and actions as required.**ACCOUNTABILITY:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within the prescribed time, cost and quality standards; and operates in compliance with organizational regulations and rules.**CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions.

## **Education**

Completion of secondary school or its equivalent commercial school. Successful United Nations Administrative Support Assessment Test (ASAT) and Accounting Test.

## **Work Experience**

At least 7 years of experience in administration, finance, budget or related fields of which preferably 4 within the UN. Experience in IMIS or comparable large-scale financial management information system is required. Qualifying years of experience are calculated following the receipt of the high school or secondary diploma.

## **Languages**

Fluency in English (both oral and written) is required. Knowledge of another UN language is desirable.

## **Assessment Method**

Competency-based interview. Technical test may be conducted.

## **Special Notice**

Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Passing the Administrative Assessment Support Test (ASAT) at Headquarters or an equivalent recognised locally-administered test at a United Nations Office is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat.

### **United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.