

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

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**VACANCY ANNOUNCEMENT – National Officer (NO-A)****Finance Analyst  
Jerusalem/OCHA oPt**

Salary: Competitive Local United Nations Contract (National Officer – A)

Starting date: As soon as possible

Initial length of contract: 1 year, with possibility of extension

The United Nations Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (oPt) is seeking a qualified Finance Analyst for its office in Jerusalem/oPt.

The Finance Analyst is responsible for the activities in the field of Budget, Finance, Funding proposal preparation. The Finance Analyst also supports the Head of Office in: preparing and submitting the cost plans and budgets for annual and quarterly requirements; keeping track and managing the finance and accounting of the office; and preparing funding proposals in line with the cost plans.

**The incumbent will be responsible for the following duties:**

Under the guidance and direct supervision of Head of Office, the Finance Analyst is responsible for effective delivery of financial services, transparent, utilization of financial resources and management of the financial aspect of the activities of the OCHA office in the occupied Palestinian territory (oPt).

**Specifically, the Finance Analyst is responsible for the following:****All aspects of the budget/cost plan formulation:**

- Reviews and analyze the financial requirements of the Office including the Office in Jerusalem and in the offices in the field;
- Assists preparation and implementation of the work program by ensuring that financial resources are utilized to implement activities in accordance with the cost plan and allotments issued;
- Prepares an OCHA oPt Annual Cost Plan and quarterly budgets for approval by the Head of Office and subsequently by the OCHA Headquarters;
- Prepares a narrative description of the budget and ensure that the narrative is in consistent with the budget;
- Monitors and administer the approved cost plan and quarterly budgets;
- Ensures that expenditures are in line with the plans/budgets and re-deploy funds and revise budgets, if necessary.

**Acts as the focal point for donor liaison and fund-raising:**

- Represent OCHA oPt at the donor meeting when discussing funding ;

- Prepares funding proposals for approval/discussion with Head of Office and subsequently the OCHA Headquarters, based on the review and analysis of the financial requirements of the Office,
- Follows up on the funding status with the relevant sections of OCHA Geneva;
- Follows up with donors on the proposals and contributions to be received, provide the Head of Office and the OCHA Headquarters with updates and propose budget codes as applicable.

**Ensures full compliance with UN/UNDP rules and regulation of financial processes, monitors, analyzes, maintains and ensures accurate accounting and financial reporting:**

- Assists in developing and implementing systems/procedures to ensure that accounting and financial management controls are consistent with UN policy and practice.
- Maintains the internal expenditure control system which ensures that vouchers processed are matched and completed, and transactions are correctly recorded and posted;
- Executes timely corrective actions for un-posted vouchers, the vouchers with errors, and unapproved vouchers;
- Ensures the disbursement of operational cash to the field offices; ensuring that justifications and receipts are maintained; monitor the ledger of outstanding advances to field offices;
- Liaises with UNDP, process payment requests including national staff salary payments and travel claims, DSA, ORB, Hazard Pay and other entitlement related requests and expenditures;
- Processes VAT reimbursement entitlements;
- Reconciles inter-office vouchers (IOVs) with UNDP to confirm accuracy of accounts; adapts the financial database; ensure informatively of IOVs from UNDP allowing for reconciliation with financial database.

**Management of the Petty Cash/Private Charges:**

- Provides substantive support to the petty cash custodian, approve submitted requests for replenishment, and liaise with Field Coordination units for administration of their petty cash systems;
- Implements a cash-recovery system for phone usage, ensuring private calls are identified and reimbursed; the tasks include timely liaison and transfer to UNDP of bank charges quoting the relevant budget lines.
- Arranges budgets and payments for premises/facilities cost shared with other UN agencies.

**Contract management and provision of back-up support for Senior Executive Administrative Associate**

- Attends meetings to initiate contracts and Memorandum of Understanding (MOU) with donors and service providers;
- Advises Staff on contracts and MOUs
- Liaison with the Administrative Office of OCHA Geneva with regard to the clauses, signatures and payments for Contracts and MOUs with donors and service providers;
- Provides secretarial/administrative support to the Head of Office
- Facilitates all Human Resources related activities

## **Managerial Functions**

Is responsible for facilitation of knowledge building and knowledge sharing within OCHA oPt by focusing on achieving the following results:

- Organization of trainings for the operations/projects staff on Finance;
- Synthesis of lessons learnt and best practices in Finance;
- Sound contributions to knowledge networks and communities of practice.

## **Competencies:**

### A. Corporate competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;

### B. Managerial competencies:

- Ability to manage workload by sharing knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills
- Proven ability to develop and maintain effective working relationships with counterparts.

### C. Technical/Functional competencies:

- Ability to perform a variety of specialized activities related to financial resources management, including formulating budgets, preparing and maintaining donor proposals, maintaining accounts receivable and accounts payable, making transactions and reports.
- Sound knowledge of UND/UNDP financial rules and regulations
- Strong IT skills

## **Education:**

Advanced university degree (Master's degree) in Business Administration, Public Administration, Finance, Economics or related field; Or the equivalent combination of education (Bachelor's degree) and working experience;

## **Experience**

- Minimum of two (2) years of relevant professional experience at the national or international level in providing management advisory services and/or managing staff and operational systems in the field of finance; or four (4) years with Bachelor's degree.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database package.

**Language requirements:**

Fluency in written and spoken English and Arabic.

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**How to apply:**

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: [ochaopt@un.org](mailto:ochaopt@un.org).

Alternatively, applications can be sent by fax to: (+972) 2-582 5841

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.
2. Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. The UN P-11 form can be found on OCHA's website: [www.ochaopt.org](http://www.ochaopt.org)

**It would be appreciated your stating your full name and the exact job title as the subject in your e-mail application.**

**All posts are subject to availability of funds.**

**Diploma of completed University degree may be requested in due course.**

**Only qualified candidates should apply and only those who have been short listed will be contacted.**

**CLOSING DATE FOR APPLICATIONS: 08 August 2007**

Applications received after this date will not be considered.

For more information about OCHA-oPt, and to view the full job description and P11 form, please go to: [www.ochaopt.org](http://www.ochaopt.org).