

Job Title : ADMINISTRATIVE & FINANCE OFFICER (Project Post),
P3
Department/ Office : United Nations Environment Programme
Location : BONN
Posting Period : 20 August 2013-19 September 2013
Job Opening number : 13-ADM-UNEP-29026-R-BONN (E)

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

Org .Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. Established in April 2012, the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) has a membership of over 100 Governments (see www.IPBES.net) and seeks to respond to the needs of governments and other stakeholders. Members of the Platform have agreed that the secretariat of the Platform will be established in Bonn, Germany. Located in the IPBES Secretariat, administered by the United Nations Environment Programme, the IPBES Finance and Administrative Officer will report to the IPBES Secretary on finance and administrative matters and will perform the following functions:

Responsibilities

1).Prepare IPBES Trust Fund budget: Review and analyse data of cost estimates and budget proposals for the IPBES Secretariat; Provide support to the resource requirements for budget submissions; Provide substantive support to the IPBES Plenary and Bureau in their budget review; Issue allotments, including redeployment of funds in relation to the approved budget; Monitor budget implementation and highlight the need for reallocation of funds; Monitor expenditures to ensure that they remain within authorized levels. Administer and monitor extra-budgetary resources, including review of agreements and cost plans, ensure compliance with regulations and rules and established policies and procedures. Prepare relevant documentation with respect to budget performance reports. Prepare financial reports to the IPBES Plenary and Bureau.2)Contribute to the IPBES work program: Prepare indicative cost estimates; Ensure mandates are accurately translated into programme budgets; Develop and

promote efficient and effective financial and administrative practices within the IPBES Secretariat; Contribute to the development and monitoring of contractual agreements put in place by the IPBES Secretariat; Process and monitor donor agreements and related reporting requirements; Keep up-to-date documents, reports and guidelines that have a bearing on matters related to IPBES financial and administrative procedures; Ensure compliance with IPBES Plenary decisions and guidance as well as with United Nations policies and procedures.3). Performs other related administrative and financial duties, as may be required for the effective work of the IPBES secretariat.

Competencies

Professionalism: Knowledge of accounting principles, procedures and standards. Ability to apply conceptual, analytical and evaluative skills in accounting operations. Knowledge and/or ability to apply international accounting standards in international organizations. Ability to apply UN financial rules, regulations, policies and guidelines in work situations. Ability to produce reports and papers on technical issues and to review and edit the work of others. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **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; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in accounting, finance,

administration, budget, business administration or related area. Experience working with Accounting Module ERP such as IMIS, is an advantage. Experience in implementation of Accounting Standards, including IPSAS, is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Working knowledge of other UN official languages is desirable.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Special Notice

This is a project post available for one year. Please note that extension of the appointment is subject to extension of the mandate and/or the availability of the funds. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

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.