



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
Dresden, Germany
(Only German nationals are eligible to apply)

VACANCY ANNOUNCEMENT

FINANCE AND ADMINISTRATIVE OFFICER (NO-A)

Organizational Unit : United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

Reference Number : 2013/UNU/FLORES/FTA/FAO/09(2)

Applications to : ***By Post:***
Director, United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
Ammonstrasse 74
Dresden, 01067 GERMANY

By E-mail: hrflores@unu.edu

Closing Date : Open until the position is filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit <http://unu.edu>.

United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in particular in developing and emerging countries in scientific, educational, managerial, technological and institutional terms. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management; interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others. The Institute develops innovative concepts for target- and region-specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education. The Institute is located in Dresden, Germany.

In 2014, UNU-FLORES will continue its mission and support the policy relevant research and capacity development. The institute is planning to launch a PhD programme together with Dresden University of Technology (TUD) in the winter semester of 2014.

The institute is also planning to open an Operating Unit in Maputo, Mozambique which will serve as a regional hub for the institute to fulfill its mission.

For more information please visit <http://flores.unu.edu>.

Responsibilities:

Under the technical guidance of the Chief Finance Officer of the UNU Centre and reporting directly to the Director of UNU-FLORES on an operational level, working closely with the Manager, Office of the Director, the Finance and Administrative Officer has the major responsibility in the supporting team for the institute. The key responsibilities of the Finance and Administrative Officer include:

1. Budget and Finance

- Manages the day-to-day operations in close liaison with UNU Centre Finance, in the full spectrum of accounting services, including accounts payable, accounts receivable, application of cash receipts, accounts reconciliation, billing, monthly closing of accounts, bank reconciliation, preparation of management reports, consolidation, forecasting, year-end closing of accounts; ensures that proper and accurate accounting records are maintained;
- Assists in developing the institute's work programme and budget; analyses inputs and formulates resource allocations by work programme, or business processes; monitors budget/work programme with respect to Headquarters' budget and grants, on a regular basis, and reallocates resources as necessary;
- Forecasts income and expenditures; Maintains monthly statements of account to allow the personnel responsible for the respective budgets to easily monitor work in progress and availability of funds; Oversees the reconciliation of balance sheet accounts, reviews monthly journal entries and the general ledger;
- Prepares financial reports in accordance with the terms and conditions of donor contracts to national and international donors in the public sector, notably German ministries and agencies, the European Union, donors in the private sector and the UNU Headquarters;
- Manages the cash position of bank accounts and Imprest account which includes cash-flow forecasting and the determination of funding requirements in relation to budget execution; manages petty cash for the institute;
- Liaises with auditors, donor agencies/ministries, financial services of partner institutes and vendors;
- Coordinates the monthly and annual closing of accounts.

2. Human Resource Management

- In close liaison with Headquarters Human Resources, Undertakes actions related to the administration of the institute's human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures;
- Provides information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations;
- Creates contracts related to Human Resources in the ERP system; monitors staff attendance; administers UNU contracts (excluding UN Staff) and monthly payroll;
- Assists with organization of training courses and workshops related to staff development.

3. Procurement, Travel and Common Services

- Conducts the full spectrum of procurement activities for the institute including sourcing, solicitations, contract awarding and management as well as closure of purchase orders/contracts;
- Supports with strategic and sustainable procurement for the institute;
- Performs as buyer in ERP system and ensures the goods and services are timely delivered in close liaison with vendors; performs negotiation with vendors and other vendor management activities;
- Prepares respective forms for custom exemptions for imported goods;
- Manages, reviews employee travel documents for adherence to UN Rules and Regulations and for the approval of the Director; Prepares group travel Duty Travel Plans;
- Supports the logistics for workshops, conferences as well as other activities of the institute;
- Liaises with building management on common services issues;
- Ensures adequate maintenance of office space and facilities services;
- Exercises control over non-expendable property, supplies and materials;
- Supports employees of UNU-FLORES on administrative matters including finance, human resources and procurement;
- Performs any other duties as may be assigned or required.

Required Qualifications and Experience:

- Advanced university degree (Master's or equivalent) in Business Administration, International Management, Finance and Accounting, Human Resources Management, Procurement and Supply Chain Management or a related field;
- A professional accounting qualification such as Wirtschaftsprüfer, Bilanzbuchhalter, Certified Public Accountant (CPA), Chartered Accountant (CA) or other Professional Accounting Certification are highly desirable but not a requirement; Professional procurement qualification such as CIPS would be an asset;
- At least three (3) years of progressively responsible professional experience in general administration, financial accounting, human resources or procurement, preferably in an international environment;
- Native level of German and fluency in both oral and written English are required. Knowledge of other United Nations official languages would be an asset;
- Experience in audit/accounting firms is advantageous;
- Previous experience in submitting financial reports to the European Union, German Ministries and similar international entities would be an asset;
- Proficient in the use of MS Office applications, particularly advanced level in MS Excel is required;
- Experience in using PeopleSoft Enterprise Resource Planning (ERP) Financials system or another ERP system is highly desirable;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Able to work under minimal supervision with high level of resilience;
- Good team player with strong inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

The successful candidate is required to spend some days in the UNU Centre, Finance Services, in Kuala Lumpur, Malaysia, for training at the commencement of appointment.

Remuneration:

Remuneration will commensurate with qualifications and experience according to suitability of candidates and starts at the NO-A level of the National Professional Officer salary scale for Germany duty station in the United Nations Common System salary scale, plus benefits. For more information, please visit http://www.un.org/Depts/OHRM/salaries_allowances/salaries/germany.htm.

The Rector reserves the right to appoint a candidate at a level below that is advertised.

Duration of Contract:

This is a full time fixed-term appointment. The initial appointment will be for a period of two (2) years with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance. The mandatory age of retirement for United Nations staff is 62 years.

This is a locally recruited position; no relocation expenses or allowances apply. **National Professional Officers shall be of the nationality of Germany where UNU-FLORES is located.** Applications from suitably qualified women candidates are particularly encouraged. Applications from non-German nationals will not be considered.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

The United Nations University is a non-smoking environment.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by e-mail (to hrflores@unu.edu), and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- The subject of email application should be: Last Name_First Name_ 2013/UNU/FLORES/FTA/FAO/09(2).