LOCAL RECRUITMENT
Accra, Ghana

VACANCY ANNOUNCEMENT

FINANCE & ADMINISTRATION OFFICER
(National Officer - NOB)

Organizational Unit : United Nations University - Institute for Natural Resources in Africa (UNU-INRA)

Reference Numbers : 2019/UNU/INRA/FTA/149108

Applications to : By Post:
Finance and Administrative Officer, UNU-INRA, Private Mail Bag, Kotoka International Airport, Accra, Ghana.

By Courier:
Finance and Administrative Officer, UNU-INRA
2nd Floor International House, Annie Jiagge Road
University of Ghana Campus, Legon
Accra, Ghana

By E-mail: recruit-inra@unu.edu

Closing Date : 30th of November 2019

United Nations University’s 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 www.unu.edu.

UNU-INRA Objectives:

The United Nations University Institute for Natural Resources in Africa (UNU-INRA) is one of fifteen Research and Training Centres and Programmes (RTC/Ps) established by UNU worldwide. The mission of UNU-INRA is to strengthen the capacity of Africa’s universities and research institutions to conduct research and produce well-trained, well-equipped and motivated individuals, capable of developing, adapting and disseminating technologies that advance food security, promote conservation and efficient use of the continent’s natural resources for sustainable development. For more information please visit www.inra.unu.edu.

We are currently looking for an outstanding individual with strong commitment and the potential to bring a significant contribution to the activities of UNU-INRA.
Responsibilities:

Under the direct supervision of the Director of UNU-INRA, and functional guidance by the Deputy Director of Administration at UNU-HQ, the Finance and Administration Officer will generally oversee the effective and efficient financial, administrative and human resource management of the Institute.

The Incumbent will be responsible for the following:

- Plan and implement the finance and administrative operations of the Institute in the areas of financial planning/budgeting, accounting, and control; personnel; procurement and inventory management; staff travel; premises and staff accommodation; security; and communications in accordance with United Nations’ Financial Regulations and Rules;
- Responsible for coordination and provision of administration of human resources in UNU-INRA, e.g. recruitments, contract negotiations, performance appraisal, job evaluations, training, etc.
- Ensuring that all UNU regulations and procedures related to human resources are implemented
- Works closely with UNU’s Human Resource unit to ensure smooth operation
- Control and approve financial transactions; goods receipt of purchased items, invoice verification and ensure proper archiving of financial records and all related documentation; coordinate the monthly and annual closing of accounts
- Plan and facilitate the administration arrangements for all travels/missions in close collaboration with UNU Administration at the UNU-HQ
- Conduct procurement activities for the institutes, including sourcing, solicitation, contract and vendor management
- Liaise with the host Government, Agencies and Institutions on matters pertaining to the implementation of signed agreements and provide relevant protocol support, as needed;
- Manage and supervise operations of the Institute at the Africa Head Office in Accra, and five other African countries;
- Act as OIC in the absence of the Director in managing the office and operations
- Support operations at UNU-INRA by actively pursuing business management/development opportunities in identifying funding opportunities in Ghana and beyond and providing relevant support tools
- Liaise with the organization’s Headquarters in Tokyo and Malaysia on the operations of the institute in Africa;
- Assist Programme Staff on project management; research, field work, review and update of reports and data used in the development of documents, work plans and budgets; enters and updates approved work plan/budget data in the Project Management System (Pelikan);
- Ensure accuracy and compliance with approved budgetary allocations; run periodic reports from the ERP systems (ATLAS) in order to assist in the preparation of regular and ad hoc budgetary/financial updates, reports, statistics and/or projections for Director, project managers and Donors;
- Prepare a variety of administrative documents and correspondence; initiates administrative procedures and ensures follow-up; reviews requests for payments against contractual obligations in the financial system, and provides information on payment status and remaining obligations to the Director and Project Managers;
- Plan and organize meetings, events and workshops by booking venues, equipment and providing other related logistical support; identifying, reviewing for style, format and accuracy, and assembling documents and pertinent information in support of such events and meetings;
- Collate and review information and data for presentations; initiating procedures for research publications and associated services required and provide administrative support;
- Perform any other administrative-related duties as may be assigned.
Required Qualifications:

- A post-graduate qualification (Master’s degree) in a business discipline with a financial and accounting emphasis or a related discipline or Bachelor’s degree or equivalent combined with two additional years of relevant experience.
- Minimum of five years relevant work experience in financial and administrative management in the UN, private sector, NGO or international organization; including direct responsibility for staff, organizational budget, and knowledge in programme management is considered an asset.
- The ideal applicant needs to be process-oriented and possess management skills and also demonstrate a capacity for taking and implementing decisions which apply to overall efficient operational management.
- In-depth knowledge of accounting regulations, and IPSAS is a plus. Proficiency in accounting systems, MS Office Applications (MS Word, Excel, PowerPoint and Outlook) is required, and knowledge in ATLAS/PeopleSoft is a plus.
- Good writing, presentation and communication skills; and demonstrated experience in organizing training workshops, conferences, and fundraising activities, as well as forging partnerships with international agencies, national institutions and NGOs.
- Excellent communication skills, with fluency in both oral and written English. Good working knowledge of French language would be an advantage.
- Entrepreneurism and dynamism combined with good interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Attention to details with strong analytical skills in general office management; demonstrated interest in research, environmental issues, and natural resource management would be positive.
- Full professional proficiency in English, knowledge of local language(s) desirable

Remuneration:

We offer a competitive net salary at National Officer (NOB) level commensurate to level of experience.

The post carries the standard set of United Nations benefits and entitlements for local positions in the UN Common System, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme.


Duration of contract:

This is a full-time, fixed-term appointment. This is a locally recruited post and only Ghanaian nationals are eligible to apply.

The initial appointment will be for a period of one (1) year with the possibility of renewal in accordance with the UN Staff Rules and Regulations and the UNU Personnel Policy. The mandatory age of retirement for United Nations staff is 65 years. 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. This is a locally recruited post; no relocation expenses or allowances apply.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization.
UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

**Starting date:** By March 2, 2020.

**Application Procedure:**
Interested applicants should submit their applications, preferably by e-mail (to recruit-inra@unu.edu) or mail, and must include the following:
- a cover letter setting out how qualifications and experience match the requirements of the position;
- a curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from [UNU website](http://unu.edu). Please avoid using similar forms provided by other United Nations organizations;
- a full contact information of three referees; and
- an indication of the reference number of the vacancy announcement (2019/UNU/INRA/FTA/149108).

Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.