INTERNATIONAL RECRUITMENT
Guimarães, Portugal

VACANCY ANNOUNCEMENT

Financial Assistant
(Personnel Service Agreement - PSA)

Organisational Unit: United Nations University Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV)

Reference Number: 2020/UNU/EGOV/PSA/FA/01

Applications to: egov-recruitment@unu.edu

Closing Date: 2 February 2020

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV)

The central purpose of the United Nations University Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV) is to support the Member States of the United Nations in transforming the mechanisms of governance and building effective governance capabilities through strategic applications of Information and Communication Technologies (ICT) to contribute to sustainable development, social inclusion and active citizenship.

In fulfillment of its purpose UNU-EGOV:

- carries out policy-relevant research;
- translates research findings into relevant policy instruments;
- builds capacity in localizing and applying such instruments within and among governments, the UN system, academic and other relevant organizations;
- builds and maintains research and policy networks to share the lessons learnt, foster mutual learning, and bridge research and policy worlds; and
- monitors, evaluates and disseminates the latest developments in the area.
Responsibilities

UNU-EGOV is recruiting a Financial Assistant to support in the processing of all finance-related tasks. This is a mid level position with scope for growth and additional responsibility. Under supervision of the head of Administration, the successful candidate will carry out the following tasks:

- Prepare financial files and acting as initiating agent in the financial circuits related to both income and expenditure processes;
- Providing support in financial reporting and monitoring of agreements with contractors and donors;
- Processing statutory travel requests, including procurement and liaison with vendors, requisitions, purchase orders and payments;
- Assist staff in financial matters to ensure compliance with the relevant rules, regulations and instructions of the United Nations, with UNU policies and with UNU-EGOV-specific procedures;
- Providing administrative assistance related to projects, conferences and events;
- Contribute to initiatives to improve financial workflows and processes;
- Assisting in audit related tasks;
- Perform ad hoc assignments, special projects, and all other related duties when required.

Qualifications and Experience:

Essential
- Completed Bachelor’s degree, preferably in Finance, Business Administration or field relevant for the position;
- At least 4 years of experience in administration of which at least 2 years working in financial roles;
- Expertise in the use of Microsoft Office applications (Excel, Word, Outlook);
- Fluency in spoken and written English.

Desirable:
- Training in managing financial transaction processing, payroll processing and/or income management and using integrated financial management and reporting systems;
- Similar working experience in the United Nations system or other international organisations.

Competencies:

- Excellent interpersonal skills, working collaboratively with internal and external stakeholders and ensure customer orientation;
- Attention to detail with the ability to maintain standards of accuracy under pressure;
- Flexibility and capacity to explore solutions independently;
- Ability to work in multi-cultural and multi-ethnic environment; and
- Strong organisational commitment: dedication to the core United Nations values of integrity, professionalism and respect for diversity.

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.
Remuneration:

This is an employment under Personnel Service Agreement contract (PSA). The successful candidate will be employed in Guimarães, Portugal and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations.

As part of the recruitment process, a roster with candidates that were vetted by the selection committee as viable will be established, which may be used to fill similar positions that arise in the future. The placement in the roster does not guarantee a job offer.

Remuneration will commensurate with qualification and experience of the successful candidate.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave), and private health insurance coverage.

Duration of Contract:

This is full-time employment. The period of initial contract will be for one year, with the possibility of renewal subject to satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

Starting Date: as soon as possible

Application Procedure:

Interested applicants should submit their application materials by email to egov-recruitment@unu.edu

Applications must include the following:

1. Complete UNU Personal History (P.11)
2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU-EGOV. Please include the vacancy announcement reference number: 2020/UNU/EGOV/PSA/FA/01