



**UNITED NATIONS  
UNIVERSITY**

**LOCAL RECRUITMENT  
Kuala Lumpur, Malaysia**

## **VACANCY ANNOUNCEMENT**

### **Finance Assistant Roster**

**Organisational Unit** : United Nations University – Centre, Administration

**Reference Number** : 2020/UNU/HQ/PSA/FAR/50

**Applications to** : [financeconsultant\\_KL@unu.edu](mailto:financeconsultant_KL@unu.edu)

**Closing Date** : 21 July 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. The global service center for administration for all UNU institutes across the globe is located in Putrajaya. For more information please visit <http://unu.edu>.

#### **Multiple Finance Positions in UNU-Centre, Administration**

UNU is building a roster of candidates which can be employed in the role of Finance Assistant. The functions below are generic and represent common tasks and responsibilities. We may contact you directly if there is a suitable opportunity in the future and a more specific job description will then be shared.

#### **Duties & Responsibilities**

- Review and verify various finance-related documents.
- Provide accounting and financial support to UNU Center and its institutes.
- Assist with the implementation of effective financial closing and reporting.
- Ensure that the records are processed in compliance with Standard Operating Procedures (SOPs), International Public Sector Accounting Standards (IPSAS) and UNU policies
- Timely follow up on unposted vouchers and unprocessed reports.
- Assist with the preparation of monthly schedules and routine reports, including statistical and/or financial data.
- Maintain files (both paper and electronic) and databases for the Finance Unit.
- Provide administrative office support services to help ensure the smooth functioning of the Finance Unit and perform any other duties as may be assigned.

### **Required Qualifications and Experience**

- Minimum 0-6 years of relevant working experience with secondary education (SPM or equivalent), or Bachelor`s degree or equivalent from a recognized university in finance, accounting or similar disciplines;
- Experience working with IPSAS is a considerable asset;
- UN/UNU experience is an asset;
- Proficient in Microsoft Office and experience in handling ERP systems is desirable;
- High level of resilience;
- Fluency in both oral and written English is required; knowledge of another UN official language is an asset;
- Result-oriented, self-motivated and hands-on, with strong ability to establish priorities, multi-task and work within tight timelines;
- Strong commitment to customer service.

### **Selection process:**

#### **Individual candidate will be evaluated according to the following:**

##### **Stage 1: Establishing a Roster**

- All applicants will be screened against the minimum requirements specified above for inclusion on a long list.
- Long-listed applicants will be evaluated through a desk review and/or phone interview against the following criteria based on evidence in the submitted application:
  - Academic qualifications
  - Relevant professional experience
  - Demonstrated competencies

**Successful candidates will be included in the UNU-Centre, Administration Finance Assistant Roster for a period of 2 years.**

**Inclusion in the roster does not guarantee a contract with UNU-Centre, Administration.**

##### **Stage 2: Contracting**

When a request for services arises, the HR administrator shall contact relevant individual(s) with the specific Terms of Reference (Job Description).

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:**

Remuneration will be commensurate with the qualifications and experience of the successful candidate.

##### **Duration of Contract:**

This is a full-time, one (1) year Personnel Service Agreement (PSA) contract with possibility for renewal subject to satisfactory work performance and availability of funds. The combined duration of appointments shall not exceed six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a staff member as defined in the UN Staff Rules and Regulations.

**Starting Date:** As soon as possible

**Application procedure:**

Interested applicants should submit their applications by email to [financeconsultant\\_KL@unu.edu](mailto:financeconsultant_KL@unu.edu) and must include the following:

- Cover letter explaining the motivation for applying for the post and how the candidate's qualification and experience match the requirements of the position; completed and signed [UNU Personal History \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- An indication of the reference number of the vacancy announcement (2020/UNU/HQ/PSA/FAR/50)