



UNITED NATIONS  
UNIVERSITY

**LOCAL RECRUITMENT  
Kuala Lumpur, Malaysia**

**VACANCY ANNOUNCEMENT**

**FINANCE ASSISTANT (GS-4)**

**Organizational Unit** : United Nations University -International Institute for Global Health (UNU-IIGH)

**Reference Number** : 2017/UNU/IIGH/FTA/FA/95

**Applications to** : ***By Post:***  
Finance & Administrative Officer  
United Nations University - International Institute for Global Health (UNU-IIGH)  
HUKM Complex,  
Jalan Yaacob Latiff, Bandar Tun Razak,  
56000 Cheras, Kuala Lumpur, MALAYSIA

***By Email:*** [recruit.iigh@unu.edu](mailto:recruit.iigh@unu.edu)

**Closing Date** : 22 December 2017

**United Nations University Objectives:**

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. It serves as a think tank for the United Nations system, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has already established fifteen institutes and programmes worldwide. For more information please visit <http://unu.edu>.

**United Nations University - International Institute for Global Health (UNU-IIGH):**

The UNU-IIGH undertakes research, teaching and capacity development and dissemination of knowledge related to key issues of human health. The aim is to contribute to the development and strengthening of health services policy frameworks and management actions, particularly for people in developing countries, and to support implementation of promotive and preventive approaches to human health. UNU-IIGH embraces an ecosocial view of health that recognizes its origins in ecological, economic and social contextual factors, and adopts a systems approach to understanding and addressing health challenges. For more information please visit <http://iigh.unu.edu>.

**Responsibilities:**

Reporting to the Finance and Administrative Officer, the main duties and responsibilities of the Finance Assistant include the followings:

- Support the day-to-day operations covering financial accounting services which include accounts payable, reconciliation of inputs and verifying accuracy of all transactions entered in the ERP system, processing of travel claims, preparation of journal, and month-end accounts closing update;
- Respond to routine inquiries and information request, including drafting routine written responses and/or routing to appropriate personnel for handling as required;
- Assist in registration and maintenance of the vendor database;
- Assist in preparation of monthly Project Budget balance report and expenditure analysis;
- Assist in Project Budget set-up in ERP and reporting to Donors;
- Assist in preparation of Biennium Budget and its supporting information;
- Assist in procurement/Purchase Order workflow, invoicing to Donor and other recoverable;
- Assist in Asset Management as the Asset Focal Point, maintaining Inventory/Asset data and monitoring Property, Plant and Equipment;
- Work closely with administration counterparts to ensure consistency and work-flow harmonization;
- Perform other related duties as assigned.

**Required Qualifications and Experience:**

- Minimum Diploma/Advanced Diploma in Finance & Accounting, Business Studies or equivalent field of study;
- At least two (2) years of progressively responsible experience in a related area;
- Good MS Excel spreadsheet skills and experience in handling ERP systems. Familiarity with ATLAS is an advantage;
- Fluency in both oral and written English is required; knowledge of any other UN official languages is an asset;
- Result-oriented, self-motivated and “hands-on” with the ability to prioritize work and multi-task;
- Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will be commensurate with the qualifications and experience of the successful candidate, and will be within the salary scale of GS-4 level of the General Service salary scale for Kuala Lumpur (duty station) in the UN Common System Salary Scale. For more information, please visit [http://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/malaysia.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm)

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

**Duration of Contract:**

This is a full time fixed-term appointment. The initial appointment shall normally be for a fixed-term of one (1) year with the likelihood of renewal on a rolling fixed-term appointment basis, subject to satisfactory performance. The mandatory age of retirement for United Nations staff is 65 years old.

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

This is a locally recruited position and no relocation allowance applies. Applications from suitably qualified women candidates are particularly encouraged.

**Starting Date:** As soon as possible.

**Application Procedure:**

Interested applicants should submit their applications, preferably by e-mail (to [recruit.igh@unu.edu](mailto:recruit.igh@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 [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- Please indicate the reference number of the vacancy announcement 2017/UNU/IIGH/FTA/FA/95

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).