



**UNITED NATIONS
UNIVERSITY**

New York, USA

VACANCY ANNOUNCEMENT

Finance & Administrative Officer (Personnel Service Agreement (PSA) – 1 year)

Organisation Unit: United Nations University – Centre for Policy Research (UNU-CPR), newly reopened in New York

Reference Number: 2018/UNU/CPR/PSA/FAO/11

Application to: cpr_fa@unu.edu

Closing date: 1 March 2018

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 SDGs, 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.

UNU Centre for Policy Research (UNU-CPR)

UN University's Centre for Policy Research in New York is an independent think tank within the United Nations system. We combine research excellence with deep knowledge of the multilateral system to generate innovative solutions to current and future global public policy challenges.

For more information on UNU-CPR and its work, please visit <http://cpr.unu.edu>.

Responsibilities:

Working under the supervision of the Director of UNU-CPR and the Chief Operations Officer:

a. Financial Administration

- Manage the day-to-day finances of UNU-CPR 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, and year-end closing of accounts, and ensure that proper and accurate accounting records are maintained
 - Assist in developing UNU-CPR's work programme and budget, analyse inputs and formulate resource allocations by work programme or business processes, monitor budget/work programme with respect to Headquarters' budget and grants on a regular basis, and reallocate resources as necessary
 - Prepare financial reports in accordance with the terms and conditions of donor contracts to national and international donors
 - Liaise with auditors, donor agencies/ministries, financial services of partner institutes, and vendors
 - Coordinate the monthly and annual closing of accounts
- b. Procurement, Travel and Common Services*
- Conduct the full spectrum of procurement activities for the Centre, including sourcing, solicitations, contract awarding and management, as well as closure of purchase orders/contracts
 - Perform as buyer in Enterprise Resource Planning (ERP) system and ensure the goods and services are delivered in a timely manner, be in close liaison with vendors, and perform negotiation with vendors and other vendor management activities
 - Manage and review employee travel documents for adherence to UN Rules and Regulations and for the approval of the Director, and prepare Duty Travel Plans
 - Liaise with building management on common services issues
 - Ensure adequate maintenance of office space and facilities services
 - Exercise control over non-expendable property, supplies, and materials
 - Support employees of UNU-CPR on administrative matters, including finance, travel processes, human resources and procurement
- c. Human Resources Management*
- Create contracts related to Human Resources in the ERP system, monitor staff attendance, and administer UNU contracts (excluding UN Staff) and monthly payroll
- d. Perform 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, Procurement and Supply Chain Management or a related field
- At least two (2) years of progressively responsible professional experience in general administration, procurement, financial accounting, or human resources, preferably in an international environment
- Knowledge and work experience in the UN regulations and rules are highly desirable
- Experience in using ATLAS Financials system or another ERP system is highly desirable
- Excellent command of both oral and written English; knowledge of other United Nations official languages would be an asset
- A professional accounting qualification is desirable but not a requirement

- Professional procurement qualification such as Chartered Institute of Procurement & Supply (CIPS) would be desirable
- Proficiency in the use of MS Office applications, particularly advanced level in MS Excel, is required
- Strong ability to establish priorities, work within tight timelines, and multitask
- Able to work under minimal supervision with high level of resilience
- Strong team player with solid inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity and gender equality

Remuneration:

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

Duration of Contract:

The successful candidate shall work under a Personnel Services Agreement (PSA) for a fixed period of 1 year, with the possibility of renewal. The combined duration of appointments under PSA shall not exceed six (6) years.

The successful candidate will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations. Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.

Location: New York

Starting Date: April/May 2018

Application Procedure:

Interested applicants should submit their applications by email to **cpr_fa@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 \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- An updated curriculum vitae;
- Full contact information of three (3) referees (e-mail, phone number and relationship); and
- An indication of the reference number of the vacancy announcement (2018/UNU/CPR/PSA/ FAO/11)