LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

FINANCE ASSISTANT (GS-5)

Organizational Unit : United Nations University -International Institute for Global Health (UNU-IIGH)
Reference Number : 2019/UNU/IIGH/FTA/FA/00080871
Applications to : recruit.iigh@unu.edu
Closing Date : 22 April 2019

United Nations University Objectives:

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. For more information, please visit http://unu.edu.

United Nations University - International Institute for Global Health:

UNU-IIGH is one of 14 research and training centres that comprise the UNU system. As a UN think tank, the mission of UNU-IIGH is to build knowledge and capacity for decision-making by UN agencies, programmes and member states about global health issues. 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. The UNU-IIGH’s research and capacity building in global health relates specifically to informing the policy debates and directions that ensure that in keeping with the Sustainable Development Goals (SDGs) “no one is left behind”.

We are looking for an outstanding individual with a strong commitment to high quality outputs, efficiency and accountability, to assist the administrative unit and finance officer in managing, processing and troubleshooting the transactions and accounts for the operations of UNU-IIGH.

For more information please visit http://iigh.unu.edu
Responsibilities:

This position supports the financial compliance of UNU-IIGH through support of the finance officer and the administrative unit of the Institute. Working with the Finance Officer, the Finance Assistant performs the following:

- Supports 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 enterprise resource planning 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 enterprise resource planning 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;
- Support UNU-IIGH staff in the management of individual program accounts
- Create, send and follow up on invoices
- Perform other related duties as assigned.

Procurement

- Follow up with requisitions request from staff and vendor;
- Create transactions in the ERP system including requisitions, payment voucher, purchase orders, staff travel requests and follow up on related documentations for transactions.
- Support procurement process including assisting in preparation of tender documents, receipt of quotations, bids or proposals and their preliminary evaluation.

Required Qualifications and Experience:

- Minimum Diploma / Advanced Diploma in Finance & Accounting, Business Studies or equivalent field of study;
- At least four (4) years of progressively responsible experience in a related area;
- Excellent MS Excel spreadsheet skills and experience in handling enterprise resource planning systems. Familiarity with the UN ATLAS system 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 a team player 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-5 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

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 women candidates are particularly encouraged.

Starting Date: As soon as possible.

Application Procedure:

Information about how to apply is provided below – please read carefully to ensure that any further inquiries relate to information not already provided. We recommend that applicants review the information on how to apply for jobs with the UN to assist with the submission of a competitive application.

Interested applicants should submit their applications, preferably by e-mail (to recruit.iigh@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: 2019/UNU/IIGH/FTA/FA/00080871

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).