LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT
Finance Associate
(GS 7)

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

Reference Number: 2019/UNU/IIGH/FTA/FA/00097667

Applications to: By Email: recruit.iigh@unu.edu
Only short-listed candidates will be notified.

Closing Date: 30 April 2019

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

United Nations University - International Institute for Global Health (UNU-IIGH)
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 finance and accounting background, attention to detail, ability to innovate to enhance efficiency and commitment to customer service. For more information please visit http://iigh.unu.edu

Responsibilities:
Under the guidance and direct supervision of the Director of UNU-IIGH, and the technical guidance of the Finance and HR Officer of the UNU Centre, the Finance Officer performs the following functions:

- Assist the Director to formulate procedures on financial matters at UNU-IIGH
- Ensure compliance with UN Financial Regulations and Rules (UNFRR), UNU procedures and the policies of UNU-IIGH
- Liaise and coordinate with the UNU Centre on all matters related to finance and budget
- Approve payments and obligations as designated by the Director
- Coordinate the Institute’s biennium budget planning and preparation
- Serve as focal point for UN External Audit for UNU-IIGH’s operational and financial budget
- Serve as a member of various UNU-IIGH committees
- Serves as focal point for Asset Management Module and financial related activities
• Prepare monthly financial reports, budget updates and other finance related documents required by the Research Fellows and Director
• Oversee accountability processes of activities that involve finances
• Any other duties as may be assigned or required

Qualifications and Requirements:
• University degree in economics, business administration, international studies or related field of study with at least 5 years of relevant work experience in financial management and reporting.
• Relevant financial, management and reporting experience in an international environment
• Strong IT skills; experience in using ERP systems like PeopleSoft system is advantageous
• Excellent organization, supervisory and planning skills.
• Able to establish work priorities and deliver within tight deadlines and handle multiple concurrent activities
• Ability to work under minimal supervision with high level of resilience
• Excellent communication skills with fluency in spoken and written English and Bahasa Malaysia and/or any other United Nations official languages is an asset
• Good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
• Knowledge of United Nations procedures, or operations applicable to clerical assignments, such as preparing various routine correspondence or reports, maintaining files or records, reviewing and processing mail desirable.

Remuneration:
Remuneration will commensurate with qualifications and experience according to suitability of candidates, will be within the GS-7 level of the General Service Salary Scale for Malaysia duty station in the United Nations 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 employment. The initial appointment will be for a period of one (1) year with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirement and satisfactory work performance. The mandatory age of retirement for United Nations staff is 65 years.

This is a locally recruited post. Suitably qualified women applicants are particularly encouraged to apply.

Starting date: As soon as possible

Application Procedure:
Information about how to apply is provided below – please read carefully to ensure that any further inquiry relates 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, and must include the following:
• a cover letter setting out how the qualifications and experience match the requirements of the position;
• a curriculum vitae with a completed and signed UN University Personal History form downloadable from UN University website at http://unu.edu/about/hr/employment Please avoid using similar forms provided by other United Nations organizations
• full contact information of three referees and;
• the application shall indicate the reference number 2019/UNU/IIGH/FTA/FA/00097667 of the vacancy announcement.

Please take note that due to the volume of applications received, only short-listed candidates will be notified.