



JOB DESCRIPTION

Official Job Title:	Administrative and Finance Associate	Duty Station: Colombia
Grade (Classified)	GS-7	
Post Number:	00003224	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Date:	December, 2020	

1. Organizational Location

The Administrative and Finance Associate is located in Country Offices (CO) and reports to the country Representative.

2. Job Purpose

The Administrative and Finance Associate delivers quality administration and financial services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects.

S/he works closely with programme and project staff providing financial monitoring and analysis of projects and advising managers on expenditure trends and implementation rates.

3. Major Activities/Expected Results

- Supports the planning, monitoring and evaluation of programme financial performance for all core and non-core resources by providing necessary financial information, reports, and analysis, including implementation rate against indicators/results. Detects potential over/under expenditure problems and proposes remedial action.
- Adapts processes and procedures, anticipates and manages operational requirements of programme/ project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours, and other programme and project-related events to facilitate programme/ project delivery.
- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to HQ/RO/SRO on a continuous basis.
- Interprets financial policies and procedures and provides guidance and training to staff and project managers. Strives to identify ways in which programme financial needs can be met within existing policies.

- Assists in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the Country Office.
- Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.
- Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency and represents UNFPA's interests in related negotiations and agreements.
- Prepares and monitors the administrative budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Proposes procedures to improve internal controls and efficiency and respond to audit issues.
- Reviews procurement requests and coordinates/supervises the development of a procurement plan and implementation of procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions.
- Actively participate in interagency efforts which contribute to the Business Operation Strategy (BOS) and UN reform
- Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records.
- Overseeing and monitoring the implementation of corporate, financial, procurement, and HR policies and systems; and ensuring staff and project personnel are trained on these issues.
- Ensuring a continuous flow of up-to-date information between the CO and the Regional Office/ Sub-Regional Office and HQ.
- Assessing operational and staffing requirements for implementation of the country programme and its component projects. This includes ensuring optimal staffing of office and projects through timely recruitment, contract management and training of staff.
- Monitoring implementation by service providers of HR entitlements (salaries and benefits).
- Ensure the physical inventory and movement of assets and carry out physical reconciliation with ATLAS reports
- Prepare the annual Fraud Risk assessment and work plan in consultation with office staff and submit plan in SIS
- Alternate Global Directory Administrator Focal Point responsible for updating and entering of new profile and Alternate Security Focal Point responsible for day to day provision of security services
- Act as a focal point of specific areas and other functions designated by the head of the office

4. **Work Relations**

The Administrative and Finance Associate supervises administrative, and financial staff including information technology, procurement, finance, reception services, at the CO. Internal contacts and working coordination include the CO's administrative management team, and the CO's programme/ technical team. There is also coordination with other UN agencies' operation teams.

5. Job Requirements

Education:

Completed Secondary Level Education required. First level university degree and or studies in business management desirable

Knowledge and Experience:

- Seven years of relevant experience in administration, finance or office management.
- Proficiency in the usage of computers and current office software packages (MS Word, Excel, etc) applications and corporate IT financial systems.
- Work experience in UN system and demonstrated knowledge of UN policies and procedures will be desirable.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

Functional Skill Set:

- Business acumen
- Managing the organization's financial resources
- Providing procurement services
- Ensuring facilities and assets management
- Client orientation
- Organizational awareness

Managerial Competencies:

- Providing strategic focus
- Engaging internal/external partners and stakeholders
- Leading, developing and empowering people/ creating a culture of performance

- Making decisions and exercising judgment

Languages:

Fluency in English (B2 Level) and Spanish is required.

Additional information:

Open call to Colombian nationals and resident foreigners with valid work permits

UNFPA specially invites male and female candidates and diverse groups to apply to our call

6. Signatures/Certification:

Immediate Supervisor's Name & Signature

**Aida Verónica Simán
Country Office Representative**

December, 2020

AV Simán


Certificate Of Completion

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