

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	AA/47255/2010/09
Post Title	Administrative and Finance Assistant
Post Level	Local Individual Contractor Agreement – Level 2
Org Unit	EMO IWC
Duty Station	Offices of the Project Coordination Unit, Grahamstown, South Africa
Duration	One Year, Renewable
Closing Date	10 October 2010

Background

Under the guidance and direct supervision of the Administration and Finance Officer, the Administration and Finance Assistant provides administrative support in the management of a variety of processes/transactions in implementing procurement and contracting of commodities, materials, equipment and services, ensuring high quality and accuracy of work. He/she uses his/her own discretion to address unforeseen situations, seeking advice from and/or reporting to supervisor as applicable.

The Administration and Finance Assistant liaises with the Administration and Finance Officer and Project Manager in order to ensure best support. In performing his/her work, the Administration and Finance Assistant promotes a client, quality and results-oriented approach.

Duties and Responsibilities

Summary of Key Functions:

- Support to contract administration and finance processes
- Support to Administration and Finance Officer
- Support to knowledge building and knowledge sharing

Ensures **implementation of Administration and Financial strategies**, focusing on achievement of the following results:

- Full compliance of procurement activities with UNOPS rules, regulations, policies and strategies.
- Inputs to the office's procurement business processes mapping and to the elaboration of internal Standard Operating Procedures (SOPs) in Procurement, in consultation with the direct supervisor and office management.

Supports **contract administration and procurement processes for**, focusing on achievement of the following results:

- Inputs to the preparation of procurement plans for the office

- Support to the organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation
- Preparation of purchase orders and contracts in and outside ATLAS, preparation of recurring purchase orders for contracting of services, vendor creation in ATLAS, maintenance of the filing system. Buyers profile in ATLAS.
- Support to the Implementation of the internal control system which ensures that purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- Processing of travel and expenses according to established procedures and practice
- Maintenance of a vendor database system to record the listing, updating, evaluation and monitoring of performance of service providers and vendors;
- Maintenance of contracts, LPO filing system
- Routine follow up action on procurement processes
- Oral/written responses to queries from internal and external clients regarding procurement matters
- Establishment and maintenance of working files on procurement activity

Provides **efficient administrative and financial support** focusing on achievement of the following results:

- Processing of invoices for goods and services delivered ensuring accuracy and completeness of documentation and timely payment. Follow up to completion and inform clients
- Monitoring of expenditures against allocations
- Monitoring of expenditures. Verification for accuracy of expenditure requests (CPs, invoices, F10s) and availability of funds, completeness of documentation submitted
- Receipt, review, logging in and routing incoming communication and procurement requests/invoices
- Preparation of reports, tables, charts etc. applying technical skills and knowledge in formatting and presentations
- Collaboration with Administration and Finance Officer, vendors and UNOPS Offices to solve problems related to payments
- Preparation of letters, memoranda, faxes, email, etc.; monitor progress and liaise with vendors during the entire procurement cycle; investigation and resolution of post-order problems and preparation of progress reports on procurement matters
- Liaison with the logistics unit or projects on receipt of goods, equipments and services in view of obtaining proper delivery report, RIR, or relevant certificates and that proper inventory is taken
- Ensuring that all supporting documents are available for audit and for review purpose;
- Checking and recording of vehicle daily log and gas consumption, update and maintenance of vehicle history report
- Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents.
- Administrative support to conferences, workshops, retreats.
- Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents.
- Administrative support to conferences, workshops, retreats.
- Maintenance of records on assets management, preparation of reports.

Ensure **implementation of HR procedures and strategies** focusing on achievement of the following results:

- Support to full compliance of HR processes and records with UNOPS rules, regulations, policies and strategies
- Assistance in the development and implementation of a human resources management system in relation to planning, administering and monitoring of all matters related to human resources management concerning ASCLME staff.
- Maintenance of personnel files for all staff at ASCLME, ensuring all documentation is complete; maintenance and update of confidential personnel information and documents, ensuring relevant documents are kept in their respective files;
- Checking and maintenance of attendance registers

- Assistance to the Administration and Finance Officer in monitoring the contractual status of all staff and contractors
- Monitoring and tracking of status of requests related to recruitment of consultants

Provides **support to knowledge building and knowledge sharing**, focusing on achievement of the following results:

- Maintenance of database on procurement standards and tools, roster of best suppliers, contractors and service providers, activities and statistics and contract advertisement and awards to share and disseminate information
- Participation in the trainings for the operations/ projects staff on Procurement.
- Sound contributions to knowledge networks and communities of practice
- Establishment of a contract-tracking and payment tracking plan to review invoices and supporting documentation and ensure that services provided and claims are in conformity with the terms of the contract.

Required Selection Criteria

Education

- Secondary Education preferably with experience and training in accounting/business practices.

Experience

- Five to Seven years of work experience in finance/administrative support services with at least three years of relevant experience with UNOPS/UN system.
- Experience in the usage of computers and office software packages (MS Office 2003 and/or newer versions) and knowledge of spreadsheet and database packages.
- Good knowledge of UNOPS/UN Financial and Procurement rules and regulations required
- Previous working experience with UNOPS/ERP system(ATLAS) is highly preferred

UNOPS Core Values/Competencies

- Integrity
- Professionalism
- Respect for Diversity
- Commitment to continuous Learning
- Accountability
- Planning and Organizing
- Results orientation
- Communications skills:
- Teamwork skills
- Client orientation
- Creativity
- Technological awareness

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience



- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of routine financial, administrative and procurement tasks Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- Ability to perform work of confidential nature, handle a large volume of work and meet deadlines
- Good knowledge of procurement and financial rules and regulations
- Strong IT skills, knowledge of accounting software

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), to **Human Resources**, via e-mail to HR@asclme.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

*** Please note that this is a local post and is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.