

Vacancy No: VA/UNSSC/004/2023
Post Title: Budget Clerk, G3
Organizational Unit: UNSSC Operations
Duty Station: Turin, Italy
Duration: 1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications: 04 May 2023

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Context:

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), procurement and support services.

Reporting to the Chief of Operations and under the technical guidance of the Budget Associate, the Budget Clerk will provide technical and administrative support to the Operations unit.

Terms of reference:

The incumbent performs routine clerical and administrative functions such as: processing financial obligations for goods and services and assisting in the creation and maintenance of UNSSC budget architecture in relevant Enterprise Resource Planning (ERP) systems. The specific tasks of the Budget Clerk are to:

Assist in managing financial obligations (45%)

- Produce purchase orders in line with purchase requests received from Programme Assistants
- Keep files of documentation presented in support to contract and purchase requests
- Assist in the closure of financial obligations
- Assist in providing documents to the auditors
- Assist Budget Associate in clearing purchase requests in OpenERP system.

Assist in the creation and maintenance of UNSSC budget architecture (45%)

- Assist Budget Associate in creating/maintaining activity codes in relation to UNSSC's budget structure (FUNDS/DEPT/PROJECTS/ACTIVITIES).
- Assist Programme colleagues in preparing activity budgets in OpenERP system.
- Assist Budget Associate in clearing activity budget in OpenERP system for final approval by the Chief of Operations
- Assist in providing UNSSC programme colleagues with financial data at the activity and project level

Assist in the production of internal financial reports (10%)

- Assist in the preparation of monthly reports by compiling pivot tables

Competencies

Professionalism: Knowledge of basic principles of budget planning and ability to apply instruction related to applicable internal rules, regulations and procedures. Ability to maintain accurate records, review and interpret a wide variety of data

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; proactively asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals.

Technological Awareness: Keeps abreast of available technology.

Client Orientation: Provide timely and quality services.

Accountability: Takes ownership of all responsibilities and honours commitments.

Planning & Organizing: identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; follows up on pending issues independently; uses time efficiently.

Qualifications required

Education: High School Diploma.

Experience:

This position requires:

- At least 3 years of work experience in administrative services (such as budget, purchasing, logistics or other related area) is required.
- Experience in an international environment is an asset;
- Familiarity with any Enterprise Resource Planning systems (ERP) is an asset.

Languages and other skills:

- Working knowledge of English is required
- Good knowledge of office technology such as MS Office package and e-mail application is required.
- Working knowledge of Italian is an asset.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

Please apply through the online application form available at:

<https://www.unssc.org/about/employment-opportunities>