

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 03**

Title of Post	Senior Project Control Assistant	Category/grade	General Service, G5
Post Number	10031941	Type of contract	Fixed-term appointment
Location	Yerevan, Armenia	Date of Issue	17 October 2019
Effective date of assignment	1 January 2020	Closing Date	31 October 2019

Operational Context:

The Senior Project Control Assistant will be working under the direct supervision of the Representative, assisting him/her on assignments outlined in the job description. The incumbent will also receive guidance and advice from the Regional Project Control Officer and directly from the Regional Bureau for Europe.

It is worth noting that the role of the Senior Project Control Assistant is a support function for the office, not to act as an internal auditor. Since this position requires incumbent to work independently with minimal supervision, the incumbent is expected to have a sound command or working experience of the financial management/financial verification of donor funded projects as it involves checking various financial and project documents for compliance to the UNHCR project agreements and direct implementation by the office. The incumbent would be required to write technical reports based on the financial, compliance or internal control observations, along with recommendations to resolve the observations and establish follow-up mechanism to ensure that all the observations or monitoring findings are addressed.

The Senior Project Control Assistant will serve as focal point for internal and external audits. This will include coordinating with auditors and partners, liaising with UNHCR Headquarters, ensuring compliance with audit requirements (e.g., completion and submission of audit certificates), ensuring follow-up actions are taken to address audit observations and in consultation with relevant units assist in the provision of management responses to auditors. Hence, it is advantageous if the candidate has worked in an audit/accountancy firm or has similar experience in a national/international NGO.

The candidate will additionally be expected to support the UNHCR Armenia Office in managing country risk register, monitoring direct implementation, managing all mandatory project documents on eSAFE, capacity building of Partners (particularly with respect to financial management) and provide relevant technical inputs during capacity assessment of new Partner (for selection purposes) or performance assessment of existing Partner (for retention purposes).

Functional Statement:

Accountability

- Resources transferred to implementing partners are utilized for the intended purposes and in accordance with project agreements.

- Supervisors are promptly informed of risks and major variances in the execution of projects (budgets, finance, implementation or timeframe).

Responsibility

- Contribute to reviewing the internal control systems of implementing partners.
- Assist with monitoring that IP agreements are established for each project.
- Prepare reports on project expenditures levels and patterns in relation to the Country Operations Plan and project agreements and implementation rates to track project progress.
- Assist with the verification of the financial status of projects by researching files, calculating costs and anticipating expenditures, to that the balance available under each project can be easily monitored.
- Bring to the attention of supervisors and programme officers any significant variances at the office level in: budget execution, percentage of project execution, time schedule, and quality of projects against specifications or terms and conditions.
- Perform other duties as required.

Authority

- Escalate IP issues to supervisors.
- Recommend acceptance or non-acceptance of IPRs and payment of instalments.
- Contact implementing partners for project related, matters.
- Have unlimited access to financial and operational records relating to projects.

Essential Minimum Qualifications and Experience:

- Secondary education, together with training/certificate in Accounting, Auditing, Business Administration, Finance, Project Management or related field.
- Minimum five years of previous job experience in the field of accounting/finance, auditing, project management, business analysis, quality assurance and/or risk management.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

Desirable Qualifications & Competencies:

- Good knowledge of United Nations financial rules and procedures.
- Good understanding of accrual accounting (such as IPSAS or IFRS).
- Working experience with ERP financial modules (such as PeopleSoft, Oracle or SAP).

Required Competencies:

Managerial Competencies

- Judgement and Decision Making
- Managing Resources

Cross-Functional Competencies

- Planning and Organizing
- Political Awareness
- Stakeholder Management

Eligibility:

Internal candidates: Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation and updated factsheet (for internal candidates only) and the signed Personal History Form (for external candidates only) by e-mail, clearly stating the position title, VN/03/2019 and your Last Name in the subject line to: armyehr@unhcr.org by the closing date.**

[The Personal History Form](#) and its [supplementary sheet](#) is attached.

Only complete applications/documentation in English language will be considered. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.

Useful links

<http://un.am/en/agency/UNHCR>

<https://www.unhcr.org/>

<https://undg.org/document/united-nations-sustainable-development-cooperation-framework/>

<https://www.un.org/sustainabledevelopment/>

<https://sustainabledevelopment.un.org/>

Refugees – who cares? We Do