



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Financial Information and Systems Officer, P-4 Amman, Jordan

Deadline for Applications	19 February 2019 (5 February 2019 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	19-HQ-AM-03

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

UNRWA's strategic objectives

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees, this role will give you the opportunity to be responsible for two key areas: a) ensuring Policy and operational adherence to International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS), and b) being a key focal point of the Finance Department to work with ERP staff in ensuring the existing and future ERP system is IPSAS compliant.

FINANCE

The main responsibilities include:

- Developing and updating Financial Policies, Procedures, and Technical Instructions in accordance with the Agency's newly issued IPSAS compliant Financial Regulations;
- Playing a lead role in the development and maintenance of UNRWA's IPSAS compliant financial statements and reports in the existing and future ERP system;
- Providing support in liaising with the ERP team in testing and proving that the accounting treatment of transactions in the "to be" developed new ERP solution is IPSAS compliant in all functional respects;
- Assisting in collating finance department requirements for data conversion, training and support activities in the implementation of the new ERP system;
- Coordinating implementation of new accounting standards and financial policies and systems in cooperation with senior staff in the Finance Department and with Heads of Field Finance Offices (HFFOs);
- Providing financial accounting guidance and training to finance staff regarding changes to the Agency's existing and future ERP system.

Desirable Qualifications

- Working experience with either IPSAS or IFRS;
- Demonstrated experience in assisting in the development and testing of an IPSAS/IFRS compliant ERP solution.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$72,637** net tax free with post adjustment of **45.3%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

Additional information

The incumbent will be required to travel in the Agency's area of operations in the Middle East.

To qualify for this position, you will need:

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| Education | An advanced university degree (Master's or equivalent) from an accredited educational institution in accounting, finance, public or business administration, or related field; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree; Membership in a professional body of accountants (e.g., Institute of Chartered Accountants, Institute of Certified Public Accountants); |
| Work experience | Eight years of progressively responsible and relevant experience in the application of the knowledge acquired in accounting, finance, public or business administration, including at least five years at the senior supervisory level in a large dynamic organization; experience in financial accounting; experience working with contemporary ERP system; including 2 years of relevant international experience outside one's home country; |
| Language(s) | Excellent in written and spoken English. |

You will also need to demonstrate the following competencies:

UN Core Values of Professionalism, Integrity and Respect for Diversity and Core Competencies of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply.

- Thorough knowledge of financial accounting standards, computerized finance and

- procurement systems;
- Ability to develop and implement appropriate finance policies and technical instructions;
- Ability to develop and maintain productive relationships with staff and clients of the Finance Department; including the ability to operate effectively across organizational boundaries and in multiple locations;
- Ability to take initiative, coordinate and integrate multiple inputs to generate common approaches or frameworks;
- Ability to apply conceptual, analytical and evaluative skills in accounting operations;
- Ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations;
- Demonstrated experience in interpretation of international accounting standards and preparation of financial statements within an ERP environment.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For over 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: <https://www.unrwa.org/>

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

General information

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 23 January 2019/ LAN