Vacancy Announcement

Head, Field Finance Office, P-4
Damascus, Syria (re-advertised)

Deadline for Applications 1 March 2020
(16 February 2020 for internal applicants)
Duration 2 years, with the possibility of further extension
Vacancy Announcement Number 20-FO-SA-06

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.

Palestine refugees in Syria

Even before the outbreak of the current conflict, Palestine refugees in Syria were a vulnerable population, lagging behind the host population in key development indicators. The community had higher rates of infant mortality and lower rates of school enrolment among other significant indicators and their long-term future was uncertain. Palestine refugees have also been vulnerable to the ongoing conflict, as violence has increasingly enroached upon the Palestine refugee camps. Many have been displaced within Syria, while thousands of others have fled to neighboring countries, including Lebanon and Jordan. The situation remains volatile, with numbers and needs constantly changing, but despite the many challenges, UNRWA is continuing its emergency relief, health and education services in Syria.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees in Syria, we would like to hear from you. UNRWA's financial accounts, policies and procedures are IPSAS (International Public Sector Accounting Standards) compliant.

The main responsibilities include:
Managing a Field based Finance team to ensure, inter alia, that the Finance function provides accurate, relevant and timely financial information and advice to a multiplicity of internal and external stakeholders;

Being responsible for the interpretation of the financial information and for providing advice on a broad range of management issues to the Field Director, Programme Chiefs and other managers within the Field; advising on the management of the financial envelope and, in close co-ordination with Human Resources, advising on staffing costs for the Field including reallocation of financial resources based on Field/Agency priorities, forecasts costs and expenditures;

In full compliance with IPSAS, coordinating the preparation of the Field medium term forecasts and operating budget; reviewing budget submissions, monitoring expenditures against budget allotments and reporting on variances; ensuring that Field budget activities are carried out in an accurate, defendable and timely manner;

Ensuring due diligence in all aspects of the disbursements, receipts and management of the Field’s financial resources including responsibility of internal control procedures, cash flow management and treasury functions in the Field;

Supervising the preparation of the monthly financial report to internal management, the Quarterly Budget Review for all Programmes and Departments to enable management to conduct resource allocation, the fully accrued monthly accounts, the financial records and statements and reports including monthly figures covering also the staff cost in coordination with the Departments; ensuring that yearly and biennium Field accounts closing activities are carried out in a precise and timely manner; coordinating Field replies to internal and external audit queries;

Ensuring that the provisions of the IPSAS compliant Financial Regulations, the Finance Manual and Finance and Budget Technical Instructions issued by Headquarters are complied with throughout the Field and are supplemented locally to the extent necessary;

Being responsible for development and maintenance of Field's financial systems and procedures in order to maintain a balance between operational experience and financial control, and taking a lead in identifying local systems and processes that could be streamlined for greater efficiency;

Serving on Field Committees involving financial matters including Local Committee on Procurement and Tender Opening Committee;

Training and instructing the staff on financial matters in the Field.

**Conditions of service**

UNRWA offers an attractive compensation package including annual salary starting at $73,516 net tax free with post adjustment of 31.2% (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:

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

Additional benefits available to staff working in Syria:

✔ Danger pay
✔ Hardship allowance
✔ Non-family service allowance
✔ Family visit travel
✔ Rest and recuperation leave every 4 weeks (subject to change without notice)

**Additional information**

The incumbent will be required to reside in the field of assignment and to travel occasionally in the Agency’s area of operations in the Middle East.

**To qualify for this position, you will need:**

**Education** Advanced university degree (Master’s or equivalent) from an accredited educational institution in finance, accountancy, 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
Who we are

For 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: 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. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs.
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: 3 February 2020/ LAN