

Posting Title : ADMINISTRATIVE & FUND MANAGEMENT OFFICER,
P4
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : United Nations Environment Programme
Location : GENEVA
Posting Period : 23 July 2014-21 September 2014
Job Opening number : 14-ADM-UNEP-33569-R-GENEVA (X)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

This position is open for recruitment for an initial period of one year and may be subject to extension. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

Org .Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival (www.cites.org). The CITES Secretariat is administered by UNEP and is located at the Geneva duty station. Under the direct supervision of the Secretary-General of CITES, the incumbent will perform the following functions:

Responsibilities

1. Contribute to the formulation, planning, preparation and budgeting of all CITES programme and projects; Define CITES budgetary and financial needs and elaborate the context of the programme and projects to the policy making bodies for their consideration and approval; Present on behalf of the Secretary General to the CITES policy making bodies and defends the reports on budgetary, financial and administrative matters. 2. Guide the UNEP projects design, preparation and implementation: Work with project officer in the design and preparation of the project documents and provide guidance on budget issues to the CITES substantive officers. Coordinate the finalization of the UNEP project documents, presentation to UNEP/UNON for approval, processing and implementation. 3. Support the CITES Secretary-General in the management of resources and financial management of UNEP project. Provide advice to the Secretary-General on the application of the relevant UNEP rules, regulations procedures and guidelines; Revise the project document in consultation with the project officer and implementing organization; Coordinate the final closure of project including the arrangements to dispose of assets. 4. Coordinate and supervise the provision of administrative, financial, general services and personnel services to the CITES secretariat; Administrative: Management of the system of provision of office facilities to the CITES Secretariat in accordance with the UN standards; Assist the CITES Secretary-General in all matters related to the CITES Trust Fund; Assist in preparation of legal instruments with cooperating agencies, supporting organizations and commercial firms; Facilitate the auditing of the CITES accounts, projects, activities and transaction and prepares appropriate response to the queries raised. Financial: Initiate and manage the CITES transaction through the imprest systems; Monitor the performance of the imprest system and institute improvement; Certify all transaction to confirm fund availability and adhere to UN rules, regulations, procedures and objectivity; Prepare periodic financial and administrative reports on the implementation of CITES projects and programmes;. Supervise the initiation of financial and administrative documents for IMIS inputting and recording. Personnel: Contribute to the assessment and identification of the CITES Secretariat human resources requirement and prepare job descriptions; Coordinate with UNEP/UNON the establishment of approved post, their classification and recruitment process; Guide the Secretariat in the application of the personnel rules and regulations; Oversee attendance and leave recording, follow-up on personnel services, staff benefits, renewal and appointment. General Services: Oversee direct procurement of goods and services in accordance with the UN rules and regulations; Oversee to the maintenance of inventory records and reporting. Perform other relevant duties as assigned.

Competencies

- Professionalism: Knowledge of administrative, budgetary and financial policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise;

Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings. • **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; 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; Uses time efficiently. • **Accountability:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. • **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in administration, finance, accounting or related field. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in oral and written English is required.

Assessment Method

Evaluation of qualified candidates for this position will include a substantive assessment which will be followed by a competency-based interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat

is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.