



The United Nations Human Settlement Programme (UN-HABITAT)/Special Human Settlement Programme for the Palestinian People (SHSPPP) is executing the establishment of a housing and income generating programme for widowed and poor women in Al-Khalil, West Bank, occupied Palestinian territories. The programme is funded by the Saudi Committee for the Palestinian People Relief; UN-HABITAT seeks qualified applicants for the following position:

Position Details

Post Title	Administration / Finance Officer
Duty Station	Al-Khalil/ West Bank
Working hours	8 am to 4 pm, Saturday to Thursday,
Duration	12 months, renewable subject to availability of funds and up to two years
Remuneration	dependant on experience and qualifications

Background

The United Nations Human Settlements Programme (UN-HABITAT)/Special Human Settlements Programme for the Palestinian People (SHSPPP) is executing the establishment of the housing and income generating programme for widowed and poor women in Al-Khalil, West Bank occupied Palestinian territories. The programme is funded by the Saudi Committee for the Palestinian People Relief.

The Administration/Finance officer will report directly to the UN-HABITAT Project Manager. The Administration/Finance officer will liaise regularly with UNDP finance and support staff to ensure smooth administration, payment, and financial support for the project.

Duties and Responsibilities

The Administration/Finance Officer reports to the UN-HABITAT Project Manager and carries out the following:

- Provides inputs and suggestions on all project related aspects of project formulation phase and analyzes implementation approaches for soundness, feasibility, resource availability and cost implications.
- Provides financial tracking, disbursement planning, cash flow analysis and project financing requirements.
- Provides substantive inputs and prepares documents for project set up and amendments - detailed Project Budget, Procurement and Personnel Work Plans.
- Prepares operational budget according to UN-HABITAT financial management system and ensures accuracy of support documents for approval by HQ.

- Ensures that hiring of project personnel, procurement of goods and services, and disbursements of funds are undertaken according to financial rules and regulations.
- Coordinates with UN- HABITAT and UNDP on administrative and operational matters such as payments, contract management, recruitment of personnel, procurement of services and goods and asset management.
- Ensures timely submission of supporting documents for processing of staff and sub-contract payments, awarding and amending of contracts.
- Maintains records of project files and other support documents in hard and soft copies;
- Advises Project Management of budget development, and project progress.
- Ensures smooth project implementation in line with financial rules and regulations; specific focus on Audit requirements.
- Assists in assessing different phases of project implementation and share “lessons learnt” with the Project Team/Staff and Management
- Filing and maintenance of project file structures
- Administration of travel, claims, petty cash, accounts
- Maintain personnel files
- Follow up on all expense payments, contractors payments to ensure completion.
- Tracking of project expenses and budgets.
- Re-allocation of budget in ATLAS
- Issuance of Purchase Orders with appropriate chart of accounts.

Required Competencies & Knowledge

General competencies:

- Personal interest, commitment, efficiency, flexibility and willingness to work in a highly motivated team of professionals.
- Ability to adapt to difficult working environment, under pressure and with limited timeframes.
- Excellent inter-personal and general communication skills.
- Advance knowledge of working with internet based applications and languages.
- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

Managerial Competencies:

- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Ability to move paperwork and administration through hurdles, quickly and efficiently.
- Ability to prepare files for Audit and manage ongoing administration.

Academic Qualifications/Experience/Language

Education and experience

- University degree in Business Administration, Economics, Commerce, International Management or other relevant discipline
- 3 years of relevant working experience.
- Experience in supporting project and team management

Work Experience

Previous work experience with UNDP, or other UN agencies is an asset

Languages

- Fluency in written and spoken English and Arabic is essential.

Other considerations

- Knowledge of UN policies, procedures and operations would be an asset.
- Current drivers license essential.

To Apply: Interested candidates should apply online at <http://jobs.undp.ps>

Deadline: 4 December 2007

For more information on UN-HABITAT, including its core values and competencies, please visit the UN-HABITAT website at www.un-habitat.org.

“UN-HABITAT is an equal opportunity employer: applications from men and women will be considered equally”