

Middle East Regional Office and Rapid Response Division  
 Jerusalem Operations Center (JMOC)  
 Wadi Joz, 8, Nour Ad-Din Street, Jerusalem

The United Nations Office for Project Services (UNOPS), a major provider of project management and implementation services to the United Nations System and developing countries, seeks qualified applicants for the following position:

**Position Details**

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| Post Title    | <b>Finance / Administration Officer</b>  |
| Duty Station  | <b>Jerusalem, regular travel and work in Ramallah and other areas of West Bank</b> |
| Working hours | <b>8 am to 5 pm, Monday to Friday, minimum or greater if project demands</b>       |
| Duration      | <b>Up to 12 months, with initial 3 month contract</b>                              |
| Remuneration  | <b>dependant on experience and qualifications</b>                                  |

**Background**

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The United Nations Office for Project Services Jerusalem Operations Center (UNOPS JMOC) was established in East Jerusalem in late 2006. Its aim is to provide the United Nations sister agencies and the humanitarian and development sectors within the occupied Palestinian territories with professional project implementation services.

JMOC is currently engaged in the delivery of several Infrastructure projects in support of the Palestinian Authority and the people of the occupied Palestinian territories.

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

**Duties and Responsibilities**

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The Project Finance / Administration Officer reports to the project manager and carries out the following:

- Provides financial tracking, disbursement planning, cash flow analysis and project financing requirements.
- Advises project coordinator and government on financial systems and processes required to effectively implement the census.
- Provides substantive inputs and prepares documents for project set up and amendments - detailed Project Budget, Procurement and Personnel Work Plans, Terms of Reference for staff and sub-contractors, MoAs or LoAs, Implementation Analysis Note (IAN).
- Provides inputs and suggestions on all project related aspects of project finances and administration, analyzes implementation approaches for soundness, feasibility, resource availability and cost implications.
- Prepares operational budget according to UNOPS 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 UNOPS 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.
- Manages subcontracts and other project-related transactions, ensuring updated records.
- Maintains records of project files and other support documents in hard and soft copies;
- Monitors project financial situation and analyzes transactions to ensure conformity to agreed project results, outputs, objectives, budget and work plan.
- Advises Project Management of budget development
- Manages administrative paperwork required for project implementation
- Participates in periodic project site visits
- Ensures smooth project implementation in line with financial rules and regulations; specific focus on Audit requirements.
- Maintains close communication with other finance/admin staff to ensure constant exchange of best practices and standardization of approaches.
- 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.
- Administration and paperwork required by the project to function effectively.
- Other relevant duties as assigned.

## Required Competencies & Knowledge

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### General competencies:

- High attention to detail
- Supportive, service oriented professional
- 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.
- Previous experience working with UN/NGOs and ATLAS system highly regarded
- Advance knowledge of working with internet based applications and languages. Computer literate (MS Office) and ability to operate existing Management Information Systems (BRIO and ATLAS).
- Professionalism
- Integrity
- Enthusiasm
- 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.
- Demonstrated understanding of the risk factors associated with project delivery and an ability to mitigate against these.

**Academic Qualifications/Experience/Language**

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**Education and experience**

- University degree in Business Administration, Economics, Commerce, International Management or other relevant discipline
- 5 years of relevant working experience.
- Experience working with UNOPS/UN/NGO's and/or post-conflict environment.
- Experience in supporting project and team management.

**Work Experience.**

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

**Languages.**

- Fluency in written and spoken English and Arabic is essential. Hebrew also an asset

**Other considerations.**

- Knowledge of UN policies, procedures and operations is an asset.
- Ability to travel between Jerusalem and the West Bank essential.
- Current drivers license essential.

**Additional Considerations**

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- Qualified female candidates are strongly encouraged to apply.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at [www.unops.org](http://www.unops.org).

**To Apply:**

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 1 February 2008

**“UNOPS is an equal opportunity employer: applications from men and women will be considered equally”**