United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:

VACANCY NO: VA-CO-2016-07-12
OPENING DATE: 18 July 2016
CLOSING DATE: 31 July 2016
POST TITLE: Finance Assistance
NUMBER OF POSITION: 4 (Four)
CATEGORY: SB3-1 (Service Contract)
DUTY STATION: Central Statistics Organization (CSO)
DURATION: Initially for one year with three months probationary period

The Population and Development Strategies (PDS) programme as one of the components in the Third Country Programme Document (CPD4 – 2015 to 2019) of the United Nations Population Fund (UNFPA), Afghanistan was designed to respond to the opportunities and challenges facing the Afghan population with regard to socio-economic development. The programme is comprised of major projects namely:

a) Socio-Demographic and Economic Survey (SDES) with the Central Statistics Organization (CSO);

b) Training Research and Information facility on Population and Development (TRIPOD) with Kabul University (KU);

c) Youth project with Deputy Ministry of Youth Affairs (DMoYA);

d) Population and Development with the National Committee of Population and Development of the Wolesi Jirga/lower house of the National Assembly.

UNFPA and CSO are jointly implementing the SDES. It being implemented on staggered basis in the different provinces until 2019.

To attend to the processing of payments of people involve in SDES (data collectors, data processors, supervisors, etc., suppliers, etc.), the services of a Finance Assistant is needed.
Duties and Responsibilities

The incumbent of the post will be responsible for the following:

- Ensures completeness of required documents, and enters the data obtained from the supporting documents into the web-based financial tracking system;
- Verifies validity of the claims. If necessary, conducts on-site spot checks in the provinces and districts;
- Timely processes payments of advances and attends to claims in accordance with UNFPA financial policies and procedures;
- Maintains a proper record of all claims assigned to him/her;
- Prepares reports, if required, for budget preparations, audit, direct supervisor or other reasons;
- Prepared to undertake travel to provinces as and when required;
- Liaises with the money dealer (hawaladar), and monitors the distribution of money in the provinces and/or districts;
- Timely clearance of all Hawala invoices and maintains a proper record;
- Maintains strong communication with CSO and SDES team in field, and assists the Finance Officer in resolving day-to-day payment issues and problems confronting the project in the provinces;
- Attends meetings at CSO and SDES when required, and provides feedback on all financial matters, and makes recommendations for follow-up actions;
- Must be able to remain focused under pressure, with a commitment to work hard and long hours;
- Should have keen eye for details, looking for perfection in all financial matters; and
- Perform other duties as required.

Functional Competencies

- Innovation and marketing of new approaches;
- Job knowledge/Technical expertise;
- Organizational leadership and direction;
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships; and
- Results-based program development and management.

Corporate Competencies:

- Commitment to UNFPA Values/Guiding Principles;
- Performance Management;
- Working in Teams;
- Communication information and ideas/Knowledge Sharing;
- Self-Management/Emotional Intelligence and Conflict management/Negotiating and resolving disagreements; and
• Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence.

**Job Requirements:**

**Academic Requirements:**

• Completion of High School graduation
• Diploma in accounting finance, business administration or other related field is desirable.
• Bachelor’s Degree in Business Administration, Accounting, Business, Economics, or related field of education is an asset.

**Experience:**

• For high school graduates: at least 5 years of work experience on finance; For those who have a Bachelor’s Degree in Business Administration, Accounting, Business, Economics: at least 3 years of experience;
• Familiarity with ATLAS and databases will be an asset;
• Experience with UN will be an asset but not compulsory.

**Languages:**

• Fluent spoken and written English is required.
• Fluency in local languages i.e. Pashto / Dari is required.

**Computer skills:**

• Good computer skills, with familiarity in MS Word, Excel, and MS Power Point.

**Submission Guidelines:**

Interested **Afghan Nationals** may send the completed United Nations Personal History form (P-11) by e-mail along with an application letter to the e-mail address: recruitment.afg@unfpa.org

UNFPA and reserve the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest. **Qualified women are particularly encouraged to apply.**