



## TEMPORARY JOB OPENING ANNOUNCEMENT

**G-5**

**Accounting/Finance Assistant**

TJO Grade Level<sup>1</sup>

Functional Title

**United Nations Environment**

**Programme/DEPI/FMEB/CAR/RCU**

Department/Office/Division/ Service/Section

**Management and Operations Support Finance**

Job Network and Job Family (See list on page 3-4)\*

**14/04/2015**

Deadline  
(DD/MM/YYYY)

Duty Station: **Kingston**

Estimated Start Date: **1/05/2015**

Duration of need: **3 months**

Open to External Candidates? YES  NO

### ***DUTIES AND RESPONSIBILITIES***

"The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. 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. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and capacity development for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

The Caribbean Environment Programme (CEP) is managed by and for the diverse Caribbean nations and territories under a legal and programmatic framework they created in 1981 called the Caribbean Action Plan. The Action Plan led to the 1983 adoption of the Convention for the Wider Caribbean Region (Cartagena Convention). The Caribbean Regional Co-ordinating Unit (CAR/RCU) located in Kingston, Jamaica was created in 1986 and serves as Secretariat to the CEP. This post is located in the Caribbean Environment Programme, Regional Coordinating Unit (CAR/RCU), at the Kingston duty station.

Under the supervision of the Coordinator of the Caribbean Regional Coordinating Unit, and the direct day to day supervision of the Administrative/Fund Management Officer, the incumbent will: 1. Provide support in the day to day Umoja requests to ensure all data is ready for Umoja Conversion. 2. Assist to prepare draft budget and closing revisions in support of projects to be closed prior to Umoja and those to proceed on. 3. Provide support in reviewing obligations and ULOs and ensure follow-up with the respective units for reports as they fall due. 4. Assist in the coordination of the daily accounting operations including maintenance of ledgers and other accounting records. 5. Create IMIS payment documents for the approval of the Payment Unit 6. Monitor balance in Imprest Accounts.

<sup>1</sup> For eligibility and other conditions, please see the Notes at the end of this form.

## **COMPETENCIES**

**Professionalism:** Proven ability to apply administrative practices and policies. Ability to manage processes and maintain accurate records. Ability to detect errors in documents in order to minimize time spent in correcting errors.

**Planning and Organizing:** Ability to identify priority activities and assignments, adjust priorities as required and allocate appropriate amount of time and resources for completing work. Demonstrate effective organisational skills and work in a multi-cultural, and multi-ethnic environment with sensitivity and respect for diversity. Demonstrate ability to develop and maintain effective work relationships with budget/finance counterparts.

**Communication:** Ability to write in a clear and concise manner and to communicate effectively.

**Client Orientation:** The incumbent must consider the point of view of the client, maintain productive partnerships with them and identify their needs and match them to appropriate solutions.

### ***For Managerial Positions:***

## **QUALIFICATIONS**

**Experience:** Completion of Secondary School or equivalent. Additional technical training in relevant field, eg. Accounting, Finance is desired.

**Education:** Work Experience: Minimum of five years of progressively responsible working experience in the field of finance or related, preferably with an international organization. Experience with the United Nations an advantage.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Spanish and French desirable.

**Other Skills:** IMIS skills desirable. Excellent computer skills(Microsoft Office, Internet, email) required.

**ADDITIONAL COMMENTS**

For TJOs at G5 thru G7: Please note that this TJO is open to internal staff members at the respective duty station holding a Fixed Term Appointment, Continuing Appointment or Permanent Appointment only.

**DOCUMENTS REQUIRED:**

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Annie Muchai Email Address: rcu@cep.unep.org  
 Copy (cc): \_\_\_\_\_ Email Address: \_\_\_\_\_

**\* Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<p><b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b></p> <ul style="list-style-type: none"> <li>Economic Affairs</li> <li>Environment Affairs</li> <li>Population Affairs</li> <li>Statistics</li> <li>Social Sciences</li> <li>Public Administration</li> <li>Programme Management</li> <li>Science and Technology</li> <li>Drug Control and Crime Prevention</li> </ul>	<p><b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>Jurists</li> <li>Legal Affairs</li> <li>Ombudsman</li> </ul>
<p><b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b></p> <ul style="list-style-type: none"> <li>Administration</li> <li>Audit</li> <li>Finance</li> <li>Procurement</li> <li>Human Resources</li> <li>Medical</li> <li>Production, Service &amp; Transport</li> <li>Investment Management</li> <li>Management &amp; Programme Analysis</li> <li>Ethics</li> <li>Engineering</li> <li>Pension Management</li> <li>Logistics</li> </ul>	<p><b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>Public Information</li> <li>Protocol</li> </ul>

<p><b><u>POLITICAL, PEACE AND SECURITY</u></b></p> <p>Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law</p>	<p><b><u>CONFERENCE MANAGEMENT</u></b></p> <p>Conference Services Language</p>
<p><b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b></p> <p>Information Systems and Technology Information Management</p>	<p><b><u>SAFETY AND SECURITY</u></b></p> <p>Security Safety</p>

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that 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.
- For information on special post allowance, please refer to [ST/AI/1999/17](#). For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English) .