



If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Quality Assurance Specialist (Finance/Administration), P3, Addis Ababa (NETI)

Vacancy No: I-VN-2015-002333

Job Level:

Duty Station: Addis Ababa

Position#: 00089957

Country: Ethiopia

Application Close: 23-Sep-15

Region: ESARO

Contract Type: Long-term Staff (FT)

Purpose of the Position

Under the supervision of the Administrative and Finance Manager (P-4), the position of the Quality Assurance Specialist will be responsible for strengthening the Ethiopia Country Office's (ECO) risk assurance and compliance efforts. The incumbent will be responsible for quality assurance, compliance and oversight in the context of a large scale country office.

It will provide guidance on compliance issues and conduct operations peer review, will provide support to implementation of the Harmonized Approach to Cash Transfers (HACT) and other quality assurance activities. It will conduct a quality check of financial transactions to ensure compliance with IPSAS, Administrative and Finance Policies and Procedures. Moreover, the position will provide training and guidance to staff on UNICEF Administrative and Finance policies and procedures. The position is also responsible for analyzing cause and effect of policy changes to the operations of the offices and it will provide advice on implementation.

Key Expected Results

1. Report on the Ethiopia Country Office's compliance efforts and provides guidance on compliance issues.
2. Conduct quality check of financial transactions to ensure compliance with IPSAS, Admin/Finance policies and procedures.
3. Provide support in the implementation of HACT assurance activities.
4. Analyse the Office's existing compliance policies and procedures and recommends measures for improvement.
5. Responsible for all assurance work in ensuring quality of transactions, analysing cause and effect of policy changes to the operations of the office and advice on the feasibility of its implementation.
6. Provide capacity building training to staff on IPSAS, Administrative and Finance policies and procedures, including at sub-office level across eight field offices and sub-offices.



7. Establish and/or review systems and procedures for compliance with rules and regulations and prepares reports and recommendations.
8. Provide oversight on ensuring timely preparation and submission of financial transactions and accounting reports and statements for the Head of Office and Headquarters.
9. Ensure monitoring and recovery of advances and accounts receivables are timely performed.
10. Conduct quality check and ensures processing and recording of disbursements and payments are done in a timely manner and in compliance with Admin/Finance policies and IPSAS and in accordance with established rules, regulations and systems, and within budgetary limits.

Qualifications of Successful Candidate

- An advanced university degree (Master's) in Accounting, Finance or Business Administration or directly related degree.
- A minimum of five (5) years of professional experience in finance and accounting.
- One of the following certifications is considered an asset: Certified Public Accountant (CPA) or Chartered Financial Analysis (CFA).
- Experience in an international organization is desirable.
- Supervisory ability and ability to conduct training is considered an asset.
- Computer skills, including internet navigation, and various office applications.
- Proficiency (C1/C2) in English and a second UN language (i.e. Arabic, Chinese, French, Russian, Spanish) is required. Knowledge in the local language of the duty station is considered an asset.

Competencies of Successful Candidate

- Holds UNICEF's Core Values: Commitment, Diversity and Inclusion, Integrity;
- Communicates effectively to varied audiences, including during formal public speaking;
- Sets high standards for quality of work and consistently achieves project goals;
- Shows respect for the views and contributions of other team members;
- Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources; makes rational judgments from the available information;
- Demonstrates and shares detailed technical knowledge and expertise;
- Sets clearly defined objectives and plans activities for self, own team or department;
- Follows procedures and policies;
- Possesses good judgment, analytical skills, takes initiative, and maintains high sense of responsibility.

Remarks

The New and Emerging Talent Initiative (NETI) is an entry point for dynamic professionals interested in an international career with UNICEF. Aside from the qualifications indicated in the job description for this post, all NETI programme applicants must also meet the following minimum requirements:

1. Completion of an advanced university degree (Master's degree or equivalent) at the time of application;



2. Proficiency in English and another official language of the United Nations;
3. Readiness to be assigned to any UNICEF office worldwide, including hardship duty stations;
4. At least 2 years of relevant work experience for functions at the P-2 level, and at least 5 years of relevant work experience for functions at the P-3 level. Relevant experience should include work in developing countries and in multicultural environments.

All applicants will be required to complete a technical test questionnaire at the time of application. Only shortlisted candidates will be notified and will therefore advance to the next stage of the competitive selection process, which involves various additional assessments including a language proficiency test.

For more information on the NETI Programme, please visit the UNICEF website: www.unicef.org/neti

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.