

Vacancy Notice

Administrative/Finance Associate, UNHCR Cyprus

Vacancy Ref.: CYP/G-6/10004028

Duration of Assignment: 15 June to 30 September 2016, with a possibility for extension

Contact Person: Ms. Lefki Adamidou – Snr. Admin/Finance Associate ([adamidou@unhcr.org](mailto:adamidou@unhcr.org)

Closing Date: 27 May 2016 Date: 19 May 2016

**How to apply:** Please submitin one single email a motivation letter and a duly completed United Nations Personal History form (P-11 Attached)

## ORGANIZATIONAL CONTEXT

The Office of the United Nations High Commissioner for Refugees (UNHCR) is a humanitarian and non-political organization mandated by the United Nations to protect refugees and stateless persons and help them find lasting solutions to their problems. UNHCR’s activities are based on a framework of international refugee law and standards that includes the *1951 Convention relating to the Status of Refugees* and its *1967 Protocol*, as well as an array of international and regional treaties on human rights and humanitarian law. UNHCR works with States, civil society organizations, the legal community, the media and other actors to ensure effective protection and promote durable solutions through a mix of capacity-building, refugee law promotion, advocacy and public awareness activities.

UNHCR is looking to hire a highly motivated individual to assist its Country Office in Cyprus in carrying out a wide range of administrative and financial management tasks and is inviting qualifying candidates to apply.

**MAIN DUTIES AND RESPONSIBILITIES**

Working under the direct supervision of the Head of Office, the Administrative/Finance Associate is responsible for assisting him/her in the implementation of general administrative and financial management tasks. She/he will work independently on regular assignments with an oversight from the supervisor, who will provide general guidance and work plans for identifying work priorities and appropriate approaches; work is controlled for meeting expected results and conformity to policy and procedures. The incumbent will undertake the following specific tasks:

1. Performs personnel administration tasks including interpretation and processing of entitlements, issuance of contracts, surveying local cost of living, prepareation of travel authorization and maintenance of various personnel records and files; participates in the recruitment and training of local staff.
2. Administers financial transactions and maintains cash books, including control of disbursements and balancing of books and ledgers; conducts monthly reconciliation of cash books with bank statements; prepares monthly reports on accounts or special reports as needed.
3. Prepares financial data for budget estimates and financial planning for the Office.
4. Monitors, controls and ensures proper financial management of UNHCR’s operational projects in the country; processes and prepares related transactions, financial and administrative documents and maintains contacts with implementing partners and authorities regarding UNHCR’s projects.
5. Prepares, updates and maintains inventory records of non-expendable equipment for submission to the main office; orders and controls stationary supplies.
6. Attends meetings and participates in discussions of new or revised procedures and practices on administration and finance matters; interprets and assesses the impact of changes and makes recommendations for follow-up action;
7. Liaises at an appropriate level with other units, HQ services, Regional Representations and country offices, as necessary and required.
8. Performs other relevant duties as required.

## REQUIRED QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

Completion of secondary education with post-secondary certificate/training in Business Administration, Finance, Office Management, Human Resources or other related fields; minimum 6 years of previous job experience relevant to the function; computer skills (MS Office and People Soft applications); fluency in English and Greek/Turkish and working knowledge of another relevant UN language; knowledge of UNHCR administrative and financial rules and procedures, as well as knowledge and working experience of MSRP Finance and EPM Budget applications and asset.