

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



#### VACANCY Announcement

**Post Title: Financial Management Specialist**  
**Duty Station: Ramallah**  
**Duration: 8 Months**  
**Deadline: 5 December 2007**  
**Start Date: 1 January 2008**  
**Remuneration: dependent on qualifications and experience**  
**Type of Contract: Special Service Agreement**

#### Background:

The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) has received a grant from the International Development Association (IDA) and intends to apply part of the proceeds of this grant to payments under the contract for Avian Influenza Prevention and Control Project Financial Management Specialist position.

The main objective of the Financial Specialist assignment is to carry out the financial management functions of project including but not limited to (i) accounting, (ii) budgeting, (iii) cash management, (iv) preparation and production of financial reports and statements and management oversight of the external auditors' interventions in conformity with the terms of the Memorandum of Understanding (MOU) between UNDP and the World Bank

#### Duties and Responsibilities:

Under the general direction of the PIU Director, the Financial Specialist will be responsible for: Ensuring the financial management work during project implementation. This will include accounting, internal control, budgeting (preparation, execution and ex-post review) procedures for the conduct of the annual external audits. More specifically, the Financial Specialist will:

- Establish and maintain the accounting system and Project Account/s
- Finalize the budget and monitor its execution and analysis
- Produce the quarterly Financial Monitoring Reports (FMRs) in accordance with the World Bank reporting requirements
- Prepare and issue the annual financial statements and organize their audit by external auditors
- Organize the recruitment of the external auditors and carry out the implementation of the audit recommendations.
- Ensure the Manual of procedures is in place and up to date. He will also advise the PIU Director and keep him informed on the availability of resources in the relevant account/s as required to the Procurement Specialist that funds are available and ensure that financial regulations and Procurement guidelines are complied with by all parties engaged in receipt and payment of funds in connection with the Project.

His/her day to day function will cover (a) supervising, maintaining and verifying any account which may be set up for the Project; reviewing the internal control system to ensure that appropriate mechanisms, procedures, and systems are in place and functioning; to that end, he will initiate, prepare, and issue standard practices related to financial management. The coordination of systems throughout the project, including clerical and office records, reports, and procedures will be part of her/his duties as well. Performing any other duties as may be assigned by the PIU Director will also be necessary.

#### Competencies:

General competencies:

- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing

- Communication
- Judgment and Decision Making
- 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:**

- Demonstrate an ability to represent UNDP professionally in liaison with officials of the Palestinian National Authority.
- Demonstrate an ability to provide financial assistance to other projects under the agricultural development portfolio.
- Demonstrates ability to assist with planning, coordinating, communicating and managing operations in the PIU office.
- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Demonstrated understanding of the risk factors associated with project financial delivery and an ability to mitigate against these.

**Minimum Qualifications:**

Education.

- A two year college diploma in a field relevant to the work profile, economics, public finance and management or business administration;

Work Experience.

- Knowledge of and experience in budget processes and public expenditure management.
- Proven conceptual, analytical and technical skills with at least five years of relevant experience in development work.

Languages.

- Fluency in written and spoken English and Arabic is essential.

Other considerations.

- Knowledge of UN policies, procedures and operations would be an asset.
- Knowledge of World Bank policies, procedures and operations would be an asset
- Ability to travel between Jerusalem and the West Bank would be an asset.
- Proven ability to work with partners, senior government officials and representatives of international agencies.

For more information on UNDP/PAPP, including its core values and competencies, please visit the UNDP website at [www.undp.ps](http://www.undp.ps)

To Apply:

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

Deadline: 5 December 2007

**"UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally"**