CIRCULAR N°: 18

A: Representantes, Directores/as
Personal de Naciones Unidas
Candidatos/as internos/as externos/as al Sistema de Naciones Unidas

De: Maribel Gutierrez
Representante Residente del PNUD en Cuba

Asunto: Anuncio de vacante Asistente de Finanzas del PNUD

Tengo el agrado de invitar a todas las personas interesadas de dentro o fuera del Sistema de Naciones Unidas en Cuba y que reúnan los requisitos estipulados en la Descripción de Puesto que acompaña esta circular, a presentar su candidatura para el siguiente Asistente de Finanzas del Programa de las Naciones Unidas para el Desarrollo (PNUD) en Cuba.

Las personas interesadas deberán presentar una carta de motivación con extensión no mayor a una cuartilla, un Curriculum Vitae con extensión no mayor de dos cuartillas, fotocopias de las titulaciones que le acrediten y otras certificaciones de formación y el formulario de Historia Personal P.11 que acompaña esta Circular, el cual puede ser reproducido y deberá presentarse/enviarse correctamente completado y firmado.

El puesto está abierto a todas las personas interesadas. Esta Oficina se reserva el derecho de responder sólo a las candidaturas que cumplan los requerimientos anunciados en la vacante.

La persona será contratada bajo la modalidad de Contrato a Plazo Fijo (Fixed Term Appointment), por periodo de un año, que puede ser prorrogable.

Para realizar la aplicación existen dos modalidades:

1. Acceder a la página de vacantes de UNDP, en internet, a través del siguiente enlace: https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=24410&hrs_job_pst_seq=1&hrs_site_id=2
   llenar la aplicación en línea (se solicitará adjuntar a la misma su CV y carta de motivación).

2. En caso de no disponer de acceso necesario a Internet, deberá completar el formulario Personal History (P.11) que se adjunta y anexar su CV y carta de motivación. La solicitud deberá ser entregada en sobre sellado en la sede de nuestra Oficina sita en Calle 18 No. 110 entre 1ra y 3ra Miramar, Playa, La Habana. Debe indicarse como asunto VACANTE Asistente de Finanzas. La información requerida puede entregarse por vía email a: sara.ochoa@undp.org y maricharo.diaz@undp.org.

Las postulaciones serán recibidas hasta el viernes 11 de julio del 2019 a las 4:30 pm.

Mucho les agradeceré su atención a esta Circular.
I. Position Information

Job code title: Finance Assistant  
Pre-classified Grade: ICS-5  
Supervisor: Operations Manager and direct supervisor

II. Organizational Context

Under the guidance and supervision of the Operations Manager and direct supervisor, the Finance Assistant provides financial services ensuring high quality, accuracy and consistency of work. The Finance Assistant promotes a client-oriented approach consistent with UNDP rules and regulations.

The Finance Assistant works in close collaboration with the operations, programme and projects' staff in the Country Office (CO) and with UNDP HQs staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of operational and financial management strategies
- Functioning of cost-recovery system
- Accounting and administrative support
- CO cash management
- Knowledge building and knowledge sharing

1. Ensures implementation of operational strategies focusing on achievement of the following results:

   - Full compliance of financial processes and financial records with UN/UNDP rules, regulations, policies and strategies.
   - Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.

2. Ensures functioning of the optimal cost-recovery system focusing on achievement of the following results:
Provision of inputs for preparation of cost-recovery bills in Atlas for the services provided by UNDP, follow up on cost recovery.

3. Provides accounting and administrative support to the Finance Unit focusing on achievement of the following results:

- Proper control of the supporting documents for payments and financial reports for NIM/NEX and DIM/DEX projects; preparation of all types of vouchers for projects and on-behalf of UNOPS and non-Atlas Agencies; PO vouchers; Pay Cycle and payment execution.
- Proper receipting of goods and services and establishment of accruals.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted in Atlas; travel claims, MPOs and other entitlements are duly processed.
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Presentation of information on the status of financial resources as required.
- Maintenance of the Accounts Receivables for UNDP projects and recording of deposits in Atlas.
- Management of cash receipts and petty cash.
- Maintenance of the proper filing system for finance records and documents.
- Delivery of checks to vendors.
- Reconcile with project personnel the status of “pending invoices”

4. Ensures proper CO cash management system functioning focusing on achievement of the following results:

- Alternate to Finance Associate (ICS-6) for timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application.
- Alternate to Finance Associate (ICS-6) for daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and recording of contributions.
- Preparation of monthly UN exchange rate report to Treasury.
- Timely and accurate preparation of bank reconciliations.
- Initiation of bank transfers and deals in Atlas.
- Keep a reasonable stock of office materials

5. Supports knowledge building and knowledge sharing in the CO focusing on achievement of the following results:

- Participation in the trainings for the operations/projects staff on Finance.
- Contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the execution of the CO financial services management in terms of quality and accuracy of work. Accurate data entry and presentation of financial
V. Competencies and Critical Success Factors

Functional Competencies:

Building Partnerships

Level 1.1: Maintaining Information and databases
- Tracks and reports on mobilized resources

Promoting Organizational Learning And Knowledge Sharing

Level 1.1: Basic research and analysis
- Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures
- Understands the main processes and methods of work regarding to the position (financial resources management)
- Possesses basic knowledge of organizational policies and procedures related to the financial resources management and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change
- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems
- Uses information/databases/other management systems
- Makes recommendations related to work procedures and implementation of management systems

Client Orientation

Level 1.1: Maintains effective client relationships
- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly
Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information
- Maintains databases
- Prepares timely inputs to reports

Core Competencies:
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

VI. Recruitment Qualifications

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<thead>
<tr>
<th>Education:</th>
<th>University Degree in Finance and/or Accounting. Postgraduate Diploma or Certification in Finance and/or Accounting will be an advantage.</th>
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<tbody>
<tr>
<td>Experience:</td>
<td>5 years of relevant finance experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems. Experience with ERP financials, preferably PeopleSoft, desirable. Knowledge of IPSAS and/or IFRS desirable</td>
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<tr>
<td>Language Requirements:</td>
<td>Fluency in English, excellent Spanish required.</td>
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VII. Signatures- Job Description Certification

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<tr>
<th>Incumbent (if applicable)</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Division/Section</td>
<td>Soledad Bauza, DRR UNDP, Cuba</td>
<td>Name</td>
<td>Signature</td>
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4