



PER 262/5(1)

19 August 2010

To: All Staff of UNDP and Related Offices
All UN Agencies in Bangkok

From: David Allen
Chief of Operations

Subject: **Vacancy Announcement**

Please find attached a Vacancy Announcement of the following post:

Administrative and Finance Associate, UN Millennium Campaign Asia Office
in Bangkok

Interested candidates should visit <http://www.undp.or.th/aboutus/jobs.html> and submit applications online with detailed resume and UN Personal History Form (P11) by **5 September 2010**. Qualify men and women from all ethnicity are fully encouraged to apply.

UN MILLENNIUM CAMPAIGN



POST TITLE: ADMINISTRATIVE AND FINANCE ASSOCIATE
POST LEVEL: SERVICE CONTRACT
PERIOD: 1 year with possibility of extension
DUTY STATION: UN MILLENNIUM CAMPAIGN ASIA OFFICE IN BANGKOK
(THAI NATIONAL ONLY)

1. BACKGROUND

The Millennium Development Goals were derived from the Millennium Declaration adopted by the Heads of State at the United Nations Millennium Summit, held in September 2000, representing 189 countries. The UN Millennium Campaign is an inter-agency initiative hosted by UNDP, which encourages and supports citizens' efforts to hold their governments to account for the achievement of the Millennium Development Goals (MDGs). In Asia and the Pacific, the Campaign works with citizens across six key constituencies - civil society organizations, parliamentarians, local authorities, youth, media and the private sector. The Campaign focuses its work on MDG Goals 1-7 primarily in Cambodia, India, Indonesia, Philippines, Pakistan, Bangladesh, Nepal, Cambodia, PNG, Pacific island country, as well as on the Goal 8 issues primarily in Australia, Japan, New Zealand and South Korea.

2. ORGANIZATIONAL CONTEXT

Under direct supervision of the Asia Regional Director and the overall guidance of Operations Manager, the Administrative and Finance Associate provides leadership in execution of finance and administrative services for Asia Office ensuring effective and transparent utilization of financial resources and integrity of financial services. The Incumbent assists in the overall management of administrative services, administers and executes processes and transactions ensuring high quality and accuracy of work. The Administrative and Finance Associate promotes a client-oriented, quality and results-oriented approach consistent with UNDP rules and regulations.

In close collaboration with Programme Associate (Asia) and Finance Specialist (Global), the Administrative and Finance Associate supervises and leads the Asia staff for resolving complex programme and operations-related issues. The Administrative and Finance Associate also works in close collaboration with Asia staffs in the sub-regional offices and other UN agencies to ensure consistent service delivery, and to resolve complex procurement-related issues and information exchange on financial, administrative and procurement matters.

3. DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

1. Ensures administration and implementation of operational strategies, adapts processes and procedures focusing on achievement of the following results:
 - Full compliance of financial, administrative and procurement activities with UN/UNDP rules, regulations, policies and strategies
 - Follow-up on audit recommendations; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system.
 - Standard Operating Procedures in Finance in consultation with Deputy Director and the management.
 - Implementation of cost sharing and trust fund agreements

2. Provides support to programme management, ensures the optimal cost recovery focusing on the achievement of the following results:



- Provision of the information/reports on the situation in programme, identification of operational and financial problems, proposal of solutions
 - Regular monitoring of the programme delivery
 - Verification and reconciliation of various expenditures reports from the CO, HQ and Executing Agencies
3. Provides support for effective administrative and financial control in the office, focusing on achievement of the following results:
- Maintenance of administrative control records such as commitments and expenditures
 - Confirmation of availability of funds
 - Maintenance of data integrity in the database, control programme; analysis of results and initiation of corrective actions when necessary
 - Coordination of common premises/services arrangements
4. Ensures facilitation of knowledge building and knowledge sharing, guidance to all stakeholders on financial, administrative and procurement matters focusing on the achievement of the following results:
- Guidance to the executing agencies on routine implementation of projects, tracking use of financial resources
 - Advice to Project staff on UNDP administrative in particular, on administration, procurement and budgetary issues
 - Sound contributions to knowledge networks and communities of practice on issues relating to finance, administrative and procurement
5. Ensures efficient administrative and procurement support, focusing on achievement of the following results:
- Performing a Buyer role in Atlas/IMIS for preparation of Travel Request/POs for travel and other administrative expenses
 - Coordination of DSA, travel agencies, and other administrative surveys
 - Organization of workshops, conferences, retreats
 - Organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation. Preparation of POs
 - Preparation of submissions to UNMC Contract Committee
 - Organization and coordination of shipments and customs clearance
 - Support with protocol matters, registration of staff, coordination with local authority on space and other administrative matters
6. Ensures proper common services focusing on achievement of the following result:
- Maintenance of common services/office space management to ensure integrated activities on common services and implementation of the UN reform

4. COMPETENCIES

- Demonstrate commitment to the mission and values of the UN Millennium Campaign
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Ability to work with minimum supervision, and to perform work of confidential nature and handle a large volume of work
- Ability to organize work, administer and execute administrative processes and transactions
- Sound knowledge of financial, administrative and procurement rules and regulations
- Strong IT skills, and ability to perform both Atlas and IMIS



- Focuses on result for the client and consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities

5. RECRUITMENT QUALIFICATIONS

Education:

- Secondary Education. University Degree in Business Administration, Accounting and Finance or Social Sciences is an advantage.
- Certificate/training on UNDP/UNESCAP Finance/Administration/Procurement is an assets

Experience:

- 6 years of progressively responsible administrative or programme experience is required at the international level, preferably within the United Nations System.
- Experience in supporting the project implementation, coordination and facilitation with other UN agencies and other organizations at the regional and global level.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheets and database packages
- Experience in handling both ATLAS and IMIS is an assets

Language Requirement:

- Excellent command of both spoken and written English.

Interested candidates should submit a detailed resume and UN Personal History Form (P11) along with a cover letter highlighting relevant skills and experience in regard to the position, and clearly stating the position, by **5 September 2010**. Qualified men and women are equally encouraged to apply.

Only short listed candidates will be notified.

