



Issued on: 01 DECEMBER 2017

Deadline For Application: 15 DECEMBER 2017

JOB TITLE: Finance Associate

TYPE OF CONTRACT: NPP

DUTY STATION: Quetta, Pakistan

ORGANIZATIONAL UNIT: FAPAK

DURATION: 12 Months

FAO seeks gender, geographical and linguistic diversity in its staff to best serve FAO Members in all regions.

Qualified female applicants are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

The positions are located in FAO Project Office in Quetta, Pakistan. The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors and to use their environmental and natural resources in a sustainable manner.

Reporting Lines

Under the overall supervision of the FAO Representative in Pakistan and the direct supervision of the FAO Project Manager (CTA) in Balochistan and the Deputy Project Manager (DCOP) the Senior Finance Associate will conduct the following tasks:

Technical Focus

Provide experienced coordination and delivery to the entire range of finance support processes and services.

Tasks and responsibilities

- Assist and advise the Finance Officer (FO) in the financial aspects of estimates, tenders, procurement and other financial functions of the FAO Project(s), ensuring compliance with established FAO norms and procedures;
- Assist and advise FO with maintenance of project accounts, particularly to ensure accounts completion and reconciliation of the project Imprest Account Returns & other financial reports;
- Independently check bills, Travel / DSA claims for accuracy and completeness, take corrective measures, prepare DV/AV/RV and submit to DCOP for review and onward signature of the PM;
- Manage the Locally Recoverable Items / Advances (LRIs for project activities in the field) of the FAO projects in Balochistan, including the clearing of LRIs, making monthly overviews and reminding staff members in case of exceeding due dates and prevent any LRI to exceed 90 days and report to responsible officer regularly (DCOP);
- Scrutinize financial proposals and supporting documents ensuring their accuracy and compliance, check if the cost sharing agreement is attached and estimates are arithmetically correct, instalments modes are clearly mentioned etc. Chalk out a detailed recovery/cost-share plan for all interventions which are co-financed by the project and report to the responsible officer regularly (DCOP);
- Advise and assist in developing a budget monitoring system in close consultation with the FO, including monthly expense statements through Data Ware House and or GRMS with clear identification of hard/soft commitments, advances, cost-recovery/share and balances against each budget line. Prepare monthly financial overviews and manage the budget monitoring system;
- Maintain all files in relation to financial matters clearly segregating records of cost share, LRIs etc;
- Perform any other relevant duties that may be assigned by Project management and the FO as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Master of Business Administration in Finance or equivalent degree with strong financial background;
- At least 10 years' experience in a similar position;
- Good financial planning, budgeting and control capacities of complex field programmes
- In depth knowledge and experience of UN and FAO (GRMS) accounting and auditing systems will be an added advantage;
- Knowledge of and experiences with UN organization and UN rules and regulations are other assets;
- Ability to handle stress;
- Good communication, reporting and presentation skills (working knowledge) in English (both written and spoken) and Urdu;
- Fluent in Urdu, Balochi, Pashto and good working knowledge of English;

- Ability to work in multi-disciplinary and multi-cultural teams is essential;
- Good computer skills (Word, Excel, Power-point, Project planning tools, ORACLE, GRMS etc)

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Remain open to change and ability to manage complexity;
- Ability to work and act under pressure and with discretion in multicultural environment;
- Demonstrate capacity to plan, prioritize and deliver tasks on time to meet goals in a high pressure;
- Ability to work independently as well as with a team of stakeholders, manage competing priorities and perform well under pressure;
- Good knowledge of communication and documentation standards.

Selection Criteria

Candidates will be assessed against the requirements listed above.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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