



## **Vacancy Announcement**

The Office of the Representative of the United Nation Population Fund (UNFPA), Sudan, is seeking for qualified candidates for the following post:

**Post Title:** Finance Associate  
**Duty Station:** Khartoum  
**Duration:** 1 year  
**Type of contract:** Fixed Term  
**Grade:** GS 7  
**Closing date:** 4<sup>th</sup> March 2007

### **Organizational Context**

Under the guidance and supervision of the Head Office and the direct supervision of the Operations Manager, as a member of the CO management services team, the administrative delivers quality services in HR, administration and finance to internal and external clients mastering all relevant rules, guidelines, processes and procedures. He/she takes client oriented, result-focused approach to interpreting the rules, guidelines and procedures in service of the country program, providing support and guidance to the Country Office and UNFPA support projects..

The Finance Associate:

1. Supports the monitoring of program financial performance for all core and non core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over/under expenditure problems and suggest remedial action.
2. Develops tools and mechanisms for effective and efficient monitoring of program and project budgets, coordinate completion of financial data and provide accurate and updated financial information to HQ on a continuous basis.
3. Interprets financial policies and procedures particularly related to NEX and provides guidance and training to staff and project managers. Services to identify ways in which program financial needs can be met within existing policies.
4. Assist in the management of the Country Office budget by budget formulation, controlling allotments, monitoring expenditures and preparing revisions according to the needs of the office.
5. Ensures the effective financial recording and reporting system, internal control and audit follow up and processes financial transactions in an accurate and timely way.
6. reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency and represent UNFPA's interest in related negotiations and agreements.

### **Job Requirements:**

- **Academic Requirements:** Bachelor Degree in relevant field
- **Experience:** 3-5 years of relevant experience in the public or civil society or private sector.
- **Languages:** Fluency in oral and written English and Arabic.
- **Computer skills** Proficiency in current office software applications.



**We are looking for candidates who have**

- The necessary business acumen for the position.
- A client oriented approach to their work.
- A capacity for implementing modern management system.
- Integrity, commitment and respect for diversity.
- Skills to manage relationships, communicate and develop people.
- Ability for analytical and strategic thinking and result oriented.

**UNFPA offers an attractive compensation package commensurate with experience.**

Interested applicants should submit their CVs or Personal History forms with photocopies of certificates to the UNFPA (United Nations Population Fund) Operation Manager Officer, UNFPA House, Khartoum 2, Block 5/T, House Number 6, P.O. Box 913, Khartoum, Sudan, [www.sudanjob.net](http://www.sudanjob.net), email: [Recruit.unfpa.sd@undp.org](mailto:Recruit.unfpa.sd@undp.org)