



Vacancy Announcement

Job Title: *Finance and Administration Officer (FAO)*

Duty Station: Geneva, Switzerland

The South Centre was established in 1995 as a permanent inter-governmental organization of developing countries. It has full intellectual independence in working towards the establishment of a fair, equitable, and rule-based global order. In responding to the needs of the South, it is open to new ideas and approaches (including multilateralism and regionalism) that can promote better South-South and North-South dialogue and cooperation.

The South Centre is a small institution in which all staff members work in a team and help in whatever tasks they are requested and may be required to undertake. With new project funding and the increasing complexity of work the need for capacity reinforcement within the finance and administrative function has been identified as a priority.

In that context, the South Centre is seeking to recruit a Finance and Administration Officer, “FAO” in its Finance and Administration department. Besides the general roles and responsibilities of the finance function, the incumbent shall also be engaged on specific project related financial management aspects as well as in the continuous improvement and capacity upgradation of the finance and administration systems within the Centre. The FAO, together with other staff in the Finance and Administration Unit shall work together as a team to support the implementation of the South Centre’s mandate.

The FAO reports to the Controller - Finance and Administration and assists in dealing with administrative and finance issues affecting a program fund management in particular and other substantive programmes in general.

General Terms:

- The FAO will be engaged on a full time basis by the South Centre for a period of one (1) year, which may be renewed for another year subject to the availability of funding.
- The selected candidate will work under the direct supervision of the Controller-Finance and Administration and the General Direction of the Executive Director of the South Centre.
- This position is only open for the nationals of the Group of 77 and China

Qualifications, Experience and Skills

Education:

- Advanced Professional Degree in Finance and Accounting (Chartered Accountant, Certified Public Accountant, Chartered Financial Analyst for example). Management accounting degree or MBA will be an asset
- Hands-on experience in Public Administration, Human Resources Management in like organizations is desirable

- An equivalent combination of relevant education and experience may also be considered.

Experience:

- A minimum of 7 years of relevant experience in finance and accounting, along with administration, human resources management, law or related fields.
- Previous experience in implementing internal controls systems, management reengineering projects and change management in an international organization would be a strong advantage.
- Good understanding and experience in applying international standards (IFRS, US GAAP or IPSAS) for accounting as well as auditing.
- Working in international and Intergovernmental organisations that are similar to South Centre. Experience with United Nations administrative and financial policies, standards, procedures and practices would be desirable..
- Experience in handling accounting systems transitioning into full compliance with IFRS..

Language and Other skills:

- Fluency in oral and written English. Good command on French; working knowledge of other UN languages is desirable.
- Ability to quickly and comprehensively identify financial and other organisational risks
- Strong skills in financial accounting and reporting, Human resource management;
- Strong skills in audit and assurance mechanisms;
- A good understanding of public financial management systems;
- Solutions oriented with an ability to manage change in complex situations with numerous external and internal stakeholders;
- Proficiency in Microsoft Office Word, Advanced Excel and Power Point, ERP Systems,
- Demonstrated ability to multitask and to collaborate, as appropriate;
- Excellent skills in management reporting through well written narratives, trend analysis and analytical reviews; and
- Work experience in developing countries would be an advantage.

Job Description:

Under the overall authority and direction of the Executive Director and the direct authority of the Head of Finance and Administration, the FAO is responsible for the following duties:

- Support the effective delivery of administrative services to the South Centre secretariat in the areas of personnel, finance, procurement and general services;
- Support the effective management of the core administrative, human, financial and physical resources of the Centre;
- Support in the implementation and preparation of the Centre's human and financial resources policies;
- Support in the preparation of the annual budget and financial reports of the Centre for submission to the Board and Council, and assist in their presentation;
- Ensure the implementation of sound financial management policies, procedures, standards and tools based on United Nations financial rules and regulations, including:
 - Monitoring and analysis of financial accounts and addressing discrepancies, problems, and other variations as necessary in a timely and effective manner
 - Preparing the monthly financial and other administrative reports as required

- Analysing and certify expenditures, cash flow status and requirements, and make recommendations for savings in costs
- Certifying that proposed obligations or expenditures are in accordance with the Financial and Administrative Rules, approved budgets, and staff tables
- Ensuring that accurate and complete accounting, reporting and internal control systems function correctly and all relevant records maintained
- Providing support in advising and guidance concerning the Financial and Administrative Rules and on the interpretation of financial regulations and procedures
- Providing support in the preparation, monitoring and operationalising the portfolio strategy statements, pension fund and forex management
- Preparing the processing of payments, accounts receivable, and other financial transactions on behalf of the Centre
- Preparing project accounts and financial reports to donors as well as the Board
- Participating in the development of accounting policies and providing to the Head of Administration recommendations for improvements to financial and internal control systems
- Preparing annual financial statements for audit, and act as the focal point in providing information in response to audit findings and to queries by external auditors
- Managing the payroll processing, including entitlements and benefits, with regard to South Centre staff and other individuals engaged by the Centre
- Managing the Centre's procurement activities;
- Perform other related duties as required by the Head of Administration or Executive Director.

Work implies frequent interaction with the following:

Officials at the United Nations Office in Geneva; host country authorities; representatives of donor agencies; members of the Board; developing country delegations; bank officials and staff; external auditors; consultants and staff of the South Centre.

Results expected:

Improvements in efficient and effective administration of the South Centre; sound management of the Centre's financial resources; timely implementation of personnel actions; improved management of the Centre's financial assets and resources.

Competencies:

- **Professionalism:** Demonstrated ability to provide policy and technical advice on a broad range of human resources, financial, and administrative areas;
- **Vision:** Ability to identify key strategic issues, opportunities and risks,
- **Commitment to continuous learning:** Willingness to stay abreast of new developments in the field;
- **Communications:** Good communication (spoken and written skills), including ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style;
- **Technological awareness:** Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, graphics software, spreadsheets and other statistical applications, and Internet;

- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance;
- **Gender Mainstreaming:** Ability to identify and address relevant gender perspectives in substantive work and demonstrated gender sensitivity and commitment.

Remuneration:

UN Salary Grade of P2

Selection Process:

Applicants should send their CVs and a motivation letter in English at applications@southcentre.int (stating the Job title within this vacancy announcement) no later than CET 24.00 hrs. on 10 September 2018

Copies of qualifications, previous employment certificates, publications etc. should not be sent with the application. These may be requested at later stage.

Only short listed candidates will have to appear for a written test. Candidates successful in the written test would then appear for an interview. Only successful candidates in each of these stages shall be contacted and thus candidates are kindly requested to refrain from enquiring about progress of their application.

The selected candidate is expected to take up the assignment by 1 October 2018.

About the South Centre:

The South Centre is the inter-governmental policy research institution of developing countries, with currently 54 developing country member States from Africa, Asia and the Pacific, and Latin America and the Caribbean. The South Centre promotes more effective South-South cooperation and coordination, supports developing countries in participating in and voicing their development interests and priorities more effectively in various multilateral and regional development policy-related issues and fora, and provides policy advice and technical assistance to governments on their national development-related policies.

The main activities of the Centre are policy research and analysis, convening of meetings and conferences for developing countries to share views and experiences, and technical assistance and capacity building activities. The issues taken up by the Centre include international and regional trade policy, global macroeconomic and finance issues, global public health, innovation and intellectual property policy, climate change, environment and sustainable development, international economic issues including tax policy, external debt and international investment policy; human rights policy; global governance for and North-South relations, South-South cooperation, and global governance for development. The South Centre has three major institutional pillars: The Council of Representatives in which the Member States are represented; the Board comprising a Chairperson and members who act in their individual capacities and provide guidance to the Secretariat; and the Secretariat headed by the Executive Director which implements the activities of the South Centre. The Secretariat is accountable to and works under the guidance of the Board and the Council.