



Organization for Security and Co-operation in Europe

Vacancy Notice Number: VNODIP00173
Vacancy Type: International Contracted
Field of Expertise: A&S BUDGET AND FINANCE
Post Title: FINANCE OFFICER
Grade: P2
OSCE Mission/Institution: Office for Democratic Institutions and Human Rights
Duty Station: Warsaw, Poland
No. of Positions: 1
Date of Entry on Duty:
Vacancy Notice Issue Date: 23-Dec-2008
Deadline for Application: 01-Feb-2009

Background:

The Office for Democratic Institutions and Human Rights is the principal institution of the OSCE responsible for the human dimension. ODIHR's activities are implemented in 56 participating States in accordance with ODIHR's mandate. ODIHR has a large number of assistance projects in the areas of democratic institution building, the rule of law and human rights, as well as election observation. Under the direct supervision of the Chief, Finance Unit/Deputy Head of Common Services, and the overall supervision of the Second Deputy Director, the incumbent will co-ordinate all matters relating to extra-budgetary contributions within the ODIHR and with the OSCE Secretariat and supervise budget and finance assistants to ensure the provision of day-to-day financial services to ODIHR departments.

Tasks and Responsibilities:

Under the supervision of the Chief, Finance Unit/Deputy Head of Common Services, the incumbent will perform the following duties:

- Monitoring the implementation of the ODIHR unified and ExB budgets; advising ODIHR programme staff members on matters related to financial management and compliance with the common regulatory management system (CRMS); checking Accounts Payable (AP) invoices for compliance with OSCE CRMS and ODIHR instructions, approving AP transactions in IRMA; checking ODIHR encumbrances and preparing the list of Unliquidated Obligations for closure of accounts;
- Reviewing new ExB Programmes and ensuring that costing and budgetary standards are met and that cost estimates are in line with planned activities; approving budget estimates for new ExB programmes and activities; reviewing incoming ExB pledges for compliance with OSCE CRMS and ODIHR policies; following up with the OSCE Secretariat on receipt of funds; approving reports on status of implementation of ExB contributions to donor countries and institutions; confirming ExB Project Task Award Expense (PTAE) information for changes requested to ODIHR Payroll Labour Distribution;
- On behalf of the Chief of Fund Administration, performing administrative and financial oversight of Implementation Agency Agreements;
- Conducting finance training for newly recruited ODIHR staff members as part of the Induction Course; training ODIHR programme staff and assisting them to access and read financial reports; training programme managers and assistants in the administration of Implementation Agency Agreements;
- Performing other duties as assigned.

Necessary Qualifications:

- First-level university degree in finance and accounting, business administration or economics, supplemented by

additional courses in finance/accounting; certification from recognized professional accountancy institutions, such as Certified Public Accountants or Chartered Accountants desirable;

- As least four years of professional experience in budget, accounting or finance, including two years in an international organization and some experience in an inter-governmental, governmental or commercial organization;
- Experience in the use of computer applications, such as word processing, spreadsheets, Oracle and database software;
- Excellent knowledge of English with good drafting skills; knowledge of another official OSCE language would be an asset;
- Ability to work effectively in a team environment with people of different national and cultural backgrounds, while maintaining impartiality and objectivity.

Remuneration Package:

Monthly remuneration, subject to social security deductions, is approximately EUR 3,899 (single rate) and approximately EUR 4,157 (dependency rate). Social security will include participation in the Vanbreda International medical insurance scheme and OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

If you wish to apply for this position, please use OSCE's online application link found under <http://www.osce.org/employment/13108.html>.

The OSCE is in the process of releasing a new version of iRecruitment to enhance the application process. In order for this to happen, the OSCE iRecruitment website will not be available from the 9th of January 2009 until the VN deadline on 15th of January 2009. During this period, please do not hesitate to send offline applications for this vacancy to recruit@odihr.pl. All applications for the position sent offline will be duly considered.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see www.osce.org/about/13131.html.

The OSCE is committed to achieving a better balance of woman and men within the Organization.

Female candidates are particularly encouraged to apply.

The OSCE is committed to the principle of staff rotation; therefore the maximum period of service in this post is 7 years.