Executive Assistant (Finance) - (1803011)

Grade: G5
Contractual Arrangement: Fixed-term appointment
Contract duration: Two years
Posting Date: Jul 24, 2018, 1:12:44 PM
Closing Date: Aug 14, 2018, 3:29:00 AM
Primary Location: Sri Lanka-Colombo
Organization: SE_SRL WR Office, Sri Lanka
Schedule: Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

The objective of the Programme is to deliver WHO core functions at the country level, with particular focus of the Organization’s directing and coordinating role for international work. Within this framework, activities include support to the Government in the formulation, implementation and evaluation of national health policies, strategies and plans, and development and management of WHO's technical cooperation programmes at the country level. The immediate unit objective is to facilitate programme delivery by providing timely managerial and administrative services to programme delivery collaborators, staff and consultants in all aspects of administrative and financial operations including budget and finance, human resources, fellowships, procurement, travel, ticketing and transportation, logistics, building management, safety and security of staff, information technology including GSM operations, telecommunications, publication dissemination, media, protocols and public relations. Further, to provide accurate guidance, information and practices which lead to full compliance and accountability with the Organization’s established rules and regulations.

DESCRIPTION OF DUTIES

Under the direct supervision of the Administrative Officer (AO), and overall guidance of the WHO Representative (WR) and the the incumbent will provide financial support services to the WHO collaborative programmes and Country Office Sri Lanka by performing the following specific duties:

1. Be responsible for bank transactions for US$/local currency imprest account, including generation of vouchers, web-banking process, and online reconciliations, timely replenishments to ensure sufficient bank-balances.

2. Process payments, based on the payment instructions received from GSC and reconcile the payments against the bank statement.

3. Prepare vouchers and process payment for monthly payroll of SSA holders as well as settlement of payment for the unused leaves of SSA holders.

4. Monitor status of General External Services (GES) Purchase Order (PO) in GSM system and process payments of general operating expenses including payment of telephones and internet charges.

5. Be responsible for closely monitoring the charges and encumbrances of the Imprest Purchase Orders (IPOs) in order to take necessary financial actions.

6. Reconcile and ensure timely submission of monthly Imprest returns to the RO.

7. Coordinate with RO Imprest team, respond to their queries and closely follow up outstanding Imprest transactions.

8. Act as focal point for Travel Invoices monitoring and submission to GSC for settlement.

9. Maintain the inventory on fixed assets, monitoring and updating on a monthly basis and periodical physical verifications.

10. Maintains and issuance of stationeries, all consumables, management of stores, updating of necessary records, adhoc and or periodical physical checks.

11. Archiving of records, cleaning and arranging space by destroying as per the records retention policy of the organization. Any other duties as and when assigned.

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary school education.

Experience
Essential: At least five (5) years relevant experience in areas of accounting, finance or budget
Desirable: Relevant working experience in WHO or other UN agencies

Skills

Thorough knowledge of modern office procedures and practices. The incumbent keeps abreast of changes in procedures and practices, rules and regulations, organizational structure, in the department, and WHO. Ability to draft standard correspondence. Ability to handle work in a timely and accurate manner with tact and discretion, as required. Ability to maintain and update knowledge in the use of office technology through in-house courses, on-the-job training and/or self-training.

Other skills (e.g. IT): Proficiency in the use of modern office software packages such as MS Office (Word, Excel, Powerpoint, Outlook, etc.) and standard office equipment. Good working knowledge of GSM (or other Oracle-based ERP systems) is desirable.

WHO Competencies

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Producing results
5. Moving forward in a changing environment

Use of Language Skills

Desirable:

REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at LKR 1,519,508 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- For information on WHO's operations please visit: http://www.who.int.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.