

Ref: UN-HABITAT/VA/2019/006

Issued on: 12 March 2019

## TERMS OF REFERENCE

Job Title	Finance and Administrative Assistant
Location	Sittwe (Rakhine State)
Duration	12 months
Starting date	1 May 2019
Type of Contract	LICA (National)
No. of Position	1

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

## DUTIES AND RESPONSIBILITIES

Within the framework of UN-Habitat's work programme, policies and procedures, the **Finance and Administrative Assistant** will work under the direct supervision of National Programme Coordinator, in coordination with Finance and Operations Unit (country office), and over all guidance of Country Programme Manager. The Finance and Administrative Assistant will be responsible for the following tasks:

- Maintain office cash flow and monthly report for petty cash and project expenditure statement
- Prepare cash forecast for programme and operations on monthly basis
- Accept invoices after goods received and check criteria for payable of invoices
- Prepare UN-Habitat payment requests in line with financial authorization
- Follow up the cash disbursement, remittance and advance return
- Maintain documentation of expenditure, vouchers and related financial records in proper filing system
- Assist to country office (as necessary) for issuing UN-Habitat payment requests
- Prepare attendance, leave and salary request for project staff
- Follow up the human resources (HR) procedures, and coordinate with HR unit at country office regarding staff annual leave, sick leave, contacts, etc.
- Responsible for procurement process for quotation and purchasing for local procurement
- Manage timely payment of administrative bills like electricity bills, phone bills, etc.
- Assist in management of office vehicles, drivers' log sheets, and generators' log sheet and organize support travel authorizations

## QUALIFICATIONS AND EXPERIENCE

- University degree and relevant combination of academic qualification. (Bachelor's degree in commerce, or economics or management is desired).
- At least three years of working experience in financial field, in preference with an INGO/UN-agency
- Good knowledge with the UN-Habitat/UNDP financial processes and procedures is desired
- Matured, good communication skill and interpersonal management

## Competencies

- Excellent interpersonal and communication skills in English and Myanmar
- Good team spirit and respect for diversity
- Good computer software skills including Ms-Office (Word, Excel, Access & PowerPoint)
- Basic knowledge of database and IT (is desired)

## SUBMISSION OF APPLICATIONS

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P 11) and copy of certificates and eventually letters of recommendation.

Interested candidates (**Myanmar Nationals**) should submit their application in writing, clearly indicating on the sealed envelope the Post Title and Duty Station, to UN-Habitat, Office No. 8C, Saw Mahar Street (off Bogyoke Museum Rd), Bahan Township, Yangon or by email with Subject: "Post Title and Duty Station" to: Email: [recruitment@unhabitat.org.mm](mailto:recruitment@unhabitat.org.mm) Cc to: [recruitment.unhabitat@gmail.com](mailto:recruitment.unhabitat@gmail.com)

Please note that applications received after the closing date **26 March 2019** will not be given consideration for this cycle but will be kept in the roster. Only shortlisted candidate whose application responds to the above criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Please download P11 Form from:

[http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal\\_History\\_P11.doc](http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal_History_P11.doc)