



ICT Finance Administrator

| | |
|---------------------------|---|
| Hosted Entities | OICT |
| Job categories | Finance |
| Vacancy code | VA/2019/B5011/17766 |
| Level | ICS-10 |
| Department/office | NYSC, SDC, UN Technology Support Services |
| Duty station | Valencia, Spain |
| Contract type | Fixed Term |
| Contract level | P3 |
| Duration | One year renewable subject to satisfactory performance and funding availability |
| Application period | 23-Apr-2019 to 07-May-2019 |

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Background Information - Job-specific

****This is a position in UNOPS for supporting projects carried out for or in the United Nations Secretariat. The incumbent of this position will be a staff member of UNOPS under its full responsibility.****

The IT Finance Administrator Officer will carry out his/her tasks within the Service for Geospatial Information and Telecommunications Technologies (SGITT), which provides services to support United Nations Global Service Centre (UNGSC), field mission, UN agencies and partners.

Functional Responsibilities

Under the overall supervision of the UNOPS Senior Programme Manager, the incumbent reports to the Chief, APMU (SGITT) and by reference to the United Nations Financial Rules and Regulations, the ICT Finance Administrator will be assigned responsibilities within the ITIL (Infrastructure Technology Information Library) ICT Financial Management process in relation the Service Strategy phase of the ITIL Lifecycle. The ICT Financial Management responsibilities will entail: IT Budgeting, IT Accounting (Activity Based Costing) and IT Accounting. The incumbent, in accordance with the ITIL Framework and in compliance the ISO 20000, will ensure that the ITIL ICT Financial Management process remains fully integrated with the other ITIL processes in order for the overall IT Service Management Framework to operate in the effective and efficient manner in the provision of valued services to the clients.

The role of the ICT Finance Administrator will be to:

- Manage the budget for ICT services on daily, monthly and annual basis in accordance to overall program priorities;
- Gather IT costs and IT OPEX/CAPEX budget data;
- Assist in the development of IT cost models for IT activities and service items;
- Assist in the preparation and in the development of IT Business Cases and Cost Benefit Analysis for IT projects;
- Provide recommendations and corrective actions to balance incomes on cost recovery basis and expenditure in line with the budget;
- Assist with IT audits;
- Analyse and break down IT infrastructures into cost components and categories;
- Report on proposed expenditure items within ICT services provided to all customers;
- Capture all costs related to ICT services;
- Provide regular statement for accounts and reports that support ICT management decisions;
- Conduct ad-hoc performance and IT Financial studies on request from SGITT;
- Assist in the development of IT account plans and investments cases when needed by SGITT;
- Report regularly on budget conformance to SGITT management;
- Provide close support to Service Level, Availability, Capacity and IT Service Continuity management processes during budgeting and IT investment planning;
- Assist in the production of IT financial plans in line with business planning cycles, identifying financial needs early enough to accommodate procurements and approval lead times;
- Participate in Change Control meetings to assess and authorize changes from an IT Financial perspective;
- Conduct periodic internal audits of IT financial performance;
- Assist with external audits of IT financial performance when requested by other corporate organizations;
- Ensure IT charges and billings are accurate and truly reflect the services delivered;
- Perform other duties as required.

Impact of results :

Works with minimal amount of supervision; independently provides accurate deliverables in the areas of ICT Financial Management process in relation to the Service Strategy phase of the ITIL Lifecycle.

Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Education/Experience/Language requirements

Education :

- Advanced university degree (Master's degree or equivalent) in Business Administration, Finance, Economics or related discipline.
- A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

Experience :

- Minimum 5 years of relevant (international) finance, budgeting or costing experience in an intergovernmental organization such as the UN is required.
- Knowledge and working experience with UN rules and regulations is desirable.
- Knowledge of the UN Umoja ERP is desirable.
- Ability to lead, build and sustain effective work relationship with subordinates and peers to achieve common goal.
- Understanding of UN programmes, policies, and coordination mechanisms is desirable.
- Ability to effectively manage and work in a multicultural environment.
- Strong analytical and planning skills, ability to build a positive and strong team spirit with staff;

Language :

- Excellent knowledge of English (both written and oral).
- Knowledge of another UN language considered to be a benefit.

Contract type, level and duration

- Contract type: STAFF
- Contract level: P3

- Contract duration: One year initially, renewable subject to satisfactory performance and funding availability

For more details about United Nations staff contracts, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx>
(<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx>)

Additional Considerations

- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

Background Information: Sustainable Development Cluster(SDC)

Based in New York, the Sustainable Development Cluster (SDC) supports diverse partners with their peacebuilding, humanitarian and development operations.

The SDC's services include grants management, development and special initiatives support, and technology support to the UN and UN agencies.

The SDC is part of the New York Service Cluster that supports the United Nations Secretariat, as well as a broadening community of other New York-based United Nations organizations, bilateral and multilateral partners in the delivery of UNOPS mandate in project management, infrastructure management, and procurement management.

DISCLAIMER

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

RELEVANT STORIES

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"

Vicente Huaquisto

Driver At Unops In Peru

- "While the JPO programme was a learning experience for me, I was also able to share my own knowledge and skills with those I supervised later on."

Pierre Jullien

Director And Representative, Côte D'ivoire Operations Centre

Explore our work >> (<https://www.unops.org/news-and-stories/?type%5B%5D=StoryArticle>)