

**CIRCULAR N°: 9/2018**

A: Representantes, Directores,  
Personal de Naciones Unidas  
Candidatos (as) externos (as) al Sistema de Naciones Unidas

De: Rafael Cuestas  
Coordinador Internacional de Programas

Asunto: **Anuncio de Vacante: Puesto No. 00004755**



Tengo el agrado de invitar a todas las personas interesadas de dentro o fuera del Sistema de Naciones Unidas, nacionales de Cuba y que reúnan los requisitos estipulados en los Términos de Referencia que se acompañan, a presentar su candidatura para el siguiente puesto en la oficina del UNFPA en Cuba:

➤ **Asociado(a) de Finanzas y Administración de la Oficina del UNFPA en Cuba. Nivel G7**

Las personas interesadas deberán presentar su candidatura en sobre sellado, con Referencia: **UNFPA Puesto No. 00004755**, dirigido a Rafael Cuestas, Coordinador Internacional de Programa del UNFPA, Calle 18. No. 110 entre 1ra y 3ra, Miramar, La Habana, Cuba. Dicho sobre deberá contener:

- 1- carta de motivación
- 2- planilla P.11 debidamente completada y firmada (se adjunta el formato)
- 3-CV, certificaciones académicas y otros documentos que acrediten el historial profesional del candidato (a).

La vacante estará abierta a todas las personas interesadas. Esta oficina se reserva el derecho de responder a las candidaturas que resulten de interés y cumplan los términos anunciados. La persona seleccionada será contratada bajo la modalidad *Fixed Term* de Naciones Unidas. **El período para presentar las solicitudes de interés se mantendrá abierto desde el martes 20 de noviembre 2018 hasta el miércoles 12 de diciembre 2018 a las 16.00 hrs.** No se admitirán candidaturas presentadas después de dicha fecha.

Mucho les agradeceré su atención a esta circular.

Notas:

- No existe ninguna tarifa o cuota que deba ser pagada en ningún momento del proceso de selección
- UNFPA no solicita ni requiere información sobre VIH/Sida de sus empleados, ni tolera la discriminación sobre la base del estado seropositivo de VIH/Sida.



## Terms of Reference

**Post Title:** Administrative/Finance Associate

**Post number:** 00004755

**Level:** GS7

**Office:** Cuba Country Office

### Organizational Context

Under the guidance and supervision of the Head of the Office/Country Director/Representative, the Administrative/Finance Associate role will ensure smooth functioning of a well-managed Operations Unit in the Office, providing quality services in administration, finance, Human Resources, IT resources, telecommunications, and security following established policies, procedures and rules, so that adequate operational support is secured for the country programme.

The Administrative/Finance Associate leads the team involved in finance, budget, procurement, Human Resource management, general administration and security. He/she will be expected to provide advice on UNFPA's operations in issues affecting country programme delivery, achievement of management targets, increased cost-effectiveness, and knowledge sharing and learning, and best management practices.

The Administrative/Finance will actively participate in the local inter-agency coordination to ensure that UNFPA's needs in UN common systems and service issues are met. He/she must foster a collaborative, client oriented approach to towards the Programme Team in the Country Office, and the UN community, and support effective communication between Country Office and the Regional Office, HQ and partner organizations.

### Results-Oriented Functional Statement

The Administrative/Finance Associate assumes the following functions:

- As a member of the Country Office Management Team, support the Head of Office in assuring information, advice and support on Operations and Finance issues; ensure strategic and efficient management of office and programme financial resources, while exercising proper financial controls and adherence to corporate financial policies, rules and regulations.

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- Report both locally and to the Regional Office in a timely manner as directed. Seek advice from the Regional Office/HQ when deviation from rules and regulations may be necessary and proposes alternative solutions to meet programme and office objectives. The Administrative/Finance Associate will be expected to supervise staff working in the Operations Units and ensure that established procedures and controls are followed.
- Establish and maintain the required coordination and flow of communication with the Programme area, towards the achievement of a quality and efficient programme delivery.
- Supervise the implementation of corporate financial, procurement, Human Resources, IT, telecommunications and security systems and ensure adequate training of staff on these issues. Ensure a continuous and updated flow of information between country office and the Regional Office/HQ.
- Maintain oversight for the timely provision of goods and services for office and projects following established corporate procedures regarding sub-contract review and awarding of contracts, evaluate cost effectiveness and advise on negotiations in connection with agreements.
- Examine request for payments and advances, purchase orders and requisitions, payments and another financial/administrative matters to ensure they are well supported, and adhere to the correct procedures.
- Manage UNFPA premises, assets and ensure proper inventory control is maintain at all times.
- Oversee that the processes of programme implementation, including NEX execution, OFA management and NEX audit, are in compliance with Programme and Financial policies and procedures.
- Ensure that UNFPA interests are reflected in UN common system activities related to common services, cost-recovery, cost-sharing arrangements, privileges and immunities, entitlements and salary surveys, security, etc. as may arise, by participating actively in inter-agency meetings and working groups.
- Apply HR tools and mechanisms as appropriate and advise on appropriate contract modalities. Implement and monitor HR policies and benefits and incorporate HR systems, including performance management.
- Act as Country Office Security Focal Point ensuring full implementation of Security policy and procedures, and MOSS (Minimum Operating Security Standards) compliance.
- Coordinate the internal audit process, implementing corrective actions on findings and establishing monitoring controls as needed.
- Establish and maintain a harmonious working environment; seeking to strengthen team-building by encouraging active participation and interaction at all levels; recommending areas requiring staff development and empowerment.

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- Support necessary and accurate flow of information within the Country Office and between the Country Office and the Regional Office/ HQ,
- Perform any other duties as may be required by Supervisor.

### **Functional Competencies**

#### **1. Business Acumen.**

Gathering, analyzing, prioritizing and presenting information.

Applying the results of analysis and sound business judgement to make timely decisions.

Using analysis to develop appropriate project assumptions and financial projections.

Determining and evaluating operational risks and benefits.

#### **2. Implementing management systems**

Ensuring that UNFPA has the internal management systems it requires to support achievement of its objectives, and to function effectively and efficiently.

Moves from basic research and analysis to design and implementation of management systems, to formulating strategy for systems implementation and setting priorities for systems design.

#### **3. Innovation and marketing of new approaches.**

Enhancing existing processes. Developing original and imaginative ideas and approaches.

Influencing others (within UNFPA and outside) to adopt new approaches. Creating a culture of innovation and change.

#### **4. Client orientation**

Understanding and meeting or exceeding client needs. Anticipating and addressing client needs and concerns.

Developing innovative approaches to meeting client needs. Ensuring overall provision of quality service to clients,

#### **5. Organizational awareness**

Understanding, building and using formal and informal systems and contacts in a complex organizational and global environment in order to get results.

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Moves from an ability to use organizational services and assist others in doing so, to applying systemic thinking and applying judgment, to building support, and finally, demonstrating political acumen.

## 6. **Job knowledge/Technical expertise**

Demonstrating and applying professional and/or technical expertise/knowledge of the post.

Focusing on the knowledge and skill areas necessary to effectively perform the post.

Identifying and seeking to expand knowledge and improve work processes.

### **Core Competencies**

#### **1. Values/Guiding Principles: Values/Guiding Principles**

Taking actions that are congruent with what he/she says. Reliably delivering on promises and honoring commitments made.

Demonstrating consistency in upholding and promoting the values of UNFPA in actions and decisions.

Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff.

Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity. Moves from demonstrating sensitivity to encouraging full participation, to leveraging diversity.

Demonstrating personal commitment in actions taken and decisions made on a daily basis.

Demonstrating commitment to organizational vision and priorities and strategic direction.

Promoting the mandate outside the organization and defending it against detractors.

Creating and building coalitions of support for the mandate, vision and strategic direction.

#### **2. Developing People: Performance management**

Accepting responsibility for personal performance and performance of staff.

Managing own career development to enhance value to UNFPA and its staff.

Managing the performance of staff, including fair evaluation of performance, creating the conditions for outstanding performance.

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**3. Developing People: Developing People/Fostering Innovation and Empowerment.**  
Developing a realistic assessment of personal limitations and strengths; demonstrating a desire to learn.

Creating opportunities for the development of others.

Envisioning and forecasting trends, and responding to them.

Connecting people to the future.

Having a personal sense of leadership and ability to achieve.

**4. Building and Managing Relationships: Working in teams**

Working effectively with colleagues in ways that allow the achievement of shared objectives.

Building teams both within existing organizational structures and outside of them.

Creating team spirit and unity of purpose across UNFPA.

**5. Building and Managing Relationships: Communicating information and ideas/Knowledge Sharing**

Communicating clearly and effectively. Seeking to understand the ideas of others.

Facilitating and encouraging open communication.

Taking responsibility for one's own learning and development. Actively seeking learning and career development opportunities.

Promoting organizational learning and knowledge management. Building a culture of knowledge sharing and learning.

**6. Building and Managing Relationships: Self-management/Emotional Intelligence and Conflict management/Negotiating and resolving disagreements.**

Responding effectively to stress, situations of ambiguity or crisis. Managing relationships with others to achieve mutual benefit. Remaining calm, collected and patient when facing conflict.

Developing an environment where conflict or problems can be addressed and resolved.

Setting standards for organizational behavior.

**7. Personal Leadership and Effectiveness: Appropriate and transparent decision making**

Making appropriate and transparent decisions by analyzing complex information, taking into consideration different points of view.

Demonstrating the ability to make tough and/or sensitive decisions.

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Having flexibility to both adopt a course of action and change it when required by the situation.

**8. Personal Leadership and Effectiveness: Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence**

Identifying, defining and analyzing information, situations and problems.

Demonstrating a capacity to think and act in order to achieve long-term benefits and objectives for UNFPA.

Demonstrating the ability to step above immediate concerns and to see the "big picture", driving to achieve results while pursuing the highest standards. Maximizing the use of resources.

**Job Requirements**

Education:

Bachelor's degree in business administration, public administration, finance, economics or related field.

Knowledge and experience

7 years of proven relevant progressively responsible working experience in administration, human resources management, finance, budget, etc. in the public or private sector. Working experience in an international organization is an asset

Proficiency in an ERP or similar tool (i.e. SAP, PeopleSoft, etc.)

Word processing, Excel and/or other computer applications.

Strong analytical and leadership skills

Demonstrated writing and oral communication skills

Languages:

Fluency in oral and written Spanish and English.

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