Chief, Payments Unit, P-3/FS-6

DEADLINE FOR APPLICATIONS: 07 August 2009
DATE OF ISSUANCE: 09 June 2009
ORGANIZATIONAL UNIT: International Criminal Tribunal for Rwanda
DUTY STATION: Arusha

VACANCY ANNOUNCEMENT NUMBER: AR-09-ADM-FIN-INT-003

The appointment is limited to ICTR. Extension of appointment is subject to extension of the mandate and/or the availability of the funds. As the international tribunals are not integrated in the Secretariat, UN staff Members serve on assignment or secondment from their parent department/office if selected.

Remuneration

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities
Under the direct supervision of the Chief of Finance Section the incumbent is responsible for the management of the day to day operations of the Payments Unit by ensuring that appropriate policies and procedures are implemented in adherence to the United Nations Financial Rules and Regulations and any other applicable guidelines for timely settlement of the Tribunal's obligations vis-à-vis the vendors and other third parties, and the staff members for all non-payroll claims. He or she will be responsible for the following duties:

- Budget preparation's review and analysis and its administration with regard to payment processing in the Payment Unit;
- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to payment processing, budgeting preparation and administration;
- Sets up on a need be basis and monitors the infrastructure of the Payments Unit, including internal guidelines and formats for the submission of claims and instructions for processing thereof (applicable to both Arusha and Kigali);
- Establishes a comprehensive flow of documents within the Unit in harmonization with established accounting flow within the Finance Section;
- Interprets and implements guidelines, administrative instructions and any authoritative circulars in the areas of responsibility.
- Studies records of complaints and conducts investigations to determine the patterns or problems associated with different payment processing options, reviews the findings with the responsible officers and coordinates implementation of revised payment procedures to ensure that the pre-determined payment cycles are maintained and to see chances of improvement in the payment cycle to achieve greater results.
- Exerts supervision and control over all activities pertaining to timely settlement of the Tribunal's obligations within the allotted authority.
- Assigns duties to staff, reviews upon completion by verifying and cross-checking, provides guidance to the processing staff as a result of the review of the processed payments and monitors Unit Staff performance regularly;
- Liaise closely with other related Sections/Units to resolve issues and bring about a harmonious atmosphere and work ethics.
- Closely coordinate with Chief of the Section in matters of importance and interpretational areas that need guidance/direction and concerted effort to resolve issues and achieve set goals.
- Approves the recording and settlement of obligations on behalf of the Comptroller.
- Analyzes the Allocation Report generated by the General Accounts Unit for recovery and adjustment entries.
- Strives towards achievement of the goals of Completion Strategy of ICTR in general and of the Finance Section in particular.
- Performs other related duties, as assigned.

Competencies

Professionalism: Knowledge of the Organization's Financial Regulations and Rules, practices as well as accounting polices, SOPs, administrative instructions. Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations; is conscious and efficient in meeting commitments, observing deadlines and achieving results, shows persistence when faced with difficult problems and challenges, remain calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively, listen to others, correctly interprets messages from others and responds appropriately, asks questions to clarify and exhibits interest in having two-way communication, tailors language, tone, style and format to match audience, demonstrates openness in sharing information and keeping people informed; ability to write in a clear and concise and accurate manner and to communicate effectively orally.
**UN staff members** must attach copies of their last two Performance Appraisal System evaluations to their applications. Applicants may wish to retain copies of their completed P-11 form for use for future applications. The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax.

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**Client Orientation**: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and shortcoming and those of the work unit, where applicable.

**Accountability**: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Teamwork**: Work collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing others’ ideas and expertise, is willing to learn from others, places team agenda before persona agenda, supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position, shares credit for team accomplishments and accepts joint responsibility for team shortcomings; good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Planning and Organization**: Develops clear goals that are consistent with agreed strategies; identify priority activities and assignments, adjusts priorities as required, allocates appropriate amount of time and resources for completing work, foresees risks and allows for contingencies when planning, monitors and adjusts plans and actions as necessary; very effective organization skills and ability to establish priorities and to plan, coordinate and monitor own work plan and that of the staff in the Unit, ability to work under pressure and determination to meet tight deadlines.

**Commitment to continuous learning**: Keeps abreast of new developments in own occupation/profession, actively seeks to develop oneself professionally and personally, contributes to the learning of colleagues and subordinates, shows willingness to learn from others, seeks feedback to learn and improve.

**Technological awareness**: Keeps abreast of available technology, understands applicability and limitation of technology to the work of the office, actively seeks to apply technology to appropriate tasks, shows willingness to learn new technology.

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### Education

Advanced University degree (Master's degree or equivalent) in business administration, finance, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of advanced university degree.

### Work Experience

A minimum of 5 years progressive experience in accounting and financial matters, administration, budget, business administration or related area, preferably within the UN Common system or in a large scale International Organization.

### Languages

English and French are the Working Languages of the International Criminal Tribunal for Rwanda. For the post advertised, fluency in oral and written English is required. Good working knowledge of French is desirable.

### Other Skills:

Knowledge of accounting principles, auditing, and computerized accounting operations. Ability to analyze documents related to payments processing and resolve discrepancies and irregularities expediently. Capable to handle complaints from clients and to find out amicable solutions without compromising UN standards. Ability to use computers skillfully and to work with a computerized accounting system is necessary. strong familiarity with UN computer based accounting system (SUN System) and expert use of Microsoft Office Package including spreadsheets.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

**How to apply**

Please send your application to the address, email or fax number indicated below before the deadline.

**International Criminal Tribunal of Rwanda**

Chief of Human Resources and Planning Section, ICTR P.O. Box 6016. Arusha, Tanzania

Fax: 255-212-963-2848, 1-27-250 4000, 255-27-250 4373, E-mail: ictr_personnel@un.org

Applications must be submitted using the United Nations Personal History form (P-11). [Click here to download P-11 form]. The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax. Applicants may wish to retain copies of their completed P-11 form for use for future applications. Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually. UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.