
Temporary Admin/Finance Clerk

Location: Brasilia, Brazil
Type of contract: SSA
Remuneration: R\$3,000/monthly
Duration: 3 months
Applicatin Deadline: 16 October 2013

1. Summary of Principle Functions:

Under the overall guidance of Deputy Representative and direct supervision of Operations Manager provide temporary support to the Administrative and Finance area of UNFPA Brazil Country Office.

2. Major duties and responsibilities:

- Work closely with programme, project and operation staff providing financial monitoring and information on payments;
- Support payment process by creating regular vouchers and journal vouchers;
- Support in the preparation of contracts, purchase orders (POs) and subsequent phases of dispatch and receipt, when required;
- Support in the vendor registration process and monitors its approval;
- Assists in the monitoring of travel process including advances, F-10, mission report and reimbursement of non-used ticket;
- Support the review exercise to ensure programme and operational accountability;
- Support filing of documents;
- Review financial records in Atlas and in other parallel control systems/templates;
- Perform Atlas related functions according to the relevant profile;
- Provide support in other activities as required.

3. Qualifications

- Completion of secondary school education;
- Computer literacy – word, excel, power-point, etc;
- Studies and/or working knowledge in the field of Economics, Administration and Accounting is an asset;
- Working knowledge in English is required.

4. How to Apply:

Your application including a presentation letter and an updated UN Personal History Form - P11 signed (available at <http://www.unfpa.org.br/Arquivos/p11.doc>) should be identified with name and surname and sent to the following e-mail address: selecao@unfpa.org.br quoting reference " Temp Admin/Finance Clerk". Please note that no applications will be accepted after the deadline, only candidates with residence in Brazil will be considered for this position and that we will only respond to the candidates in whom we have further interest.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UNFPA gives equal opportunity to all applicants and particularly encourages Afro-Brazilians and women to apply.