

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position: Project Control Associate
Position Number: 10038094
Category & Level: General Service, G-6
Location: UNHCR Bratislava, Slovakia
Effective date: ASAP
Duration: Initially for a period of one year
Closing Date: **07 October 2022**

ORGANIZATIONAL CONTEXT

The primary functions of project control are to complement programme management and provide support for oversight of projects including the formulation of a monitoring plan, quality assurance, and verification. Other activities of project control include: review of project agreements, project audit, monitoring that there is synchrony between financial and operational performance, participation in multi-functional monitoring activities and reviews, tracking project risk management, and supporting project closure.

It is essential to maintain segregation of duties between project control and programme functions for effective accountability and oversight. Where there is no Project Control Officer, General Service staff performing project control functions should report directly to the Head of Office.

The Project Control Associate receives general guidance and work plans from the supervisor. They work independently on regular assignments under the supervision of the Project Control Officer or to the same management level as programme. The incumbent may supervise other general service staff.

Project Control staff play a very important role in maintaining harmonious and effective partnerships, and often interact with implementing partners. As a result, incumbents need to be very mindful of all dimensions of partnerships in their interaction with partners (in accordance with the Principles of Partnership, the Code of Conduct and other relevant documents).

FUNCTIONAL STATEMENT

Duties:

- Contribute to reviewing the internal control systems of implementing partners.
- Contribute to reviewing that IP agreements are in conformity with Country Operation Plans and UNHCR's rules, policies and procedures.
- Monitor that a complete record is maintained for all projects.
- Contribute to reviewing, analysing and verifying Financial and Performance Implementing Partner Reports (Part I-IPFR and Part II-IPR), and to checking accuracy and consistency between IPFR and IPR, in accordance with project agreements.
- Ensure that the funds obligated under an IP agreement permit the payment of the next instalment or a disbursement, confirming the status of instalments already paid.
- Support timely project closure in coordination with the programme unit.
- Bring to the attention of supervisors and programme officers any significant variances at the office level in: budget execution, percentage of project execution, time schedule, and quality of projects against specifications or terms and conditions.
- Maintain professional relationships with implementing partners.
- Keep up to date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- Escalate IP issues to supervisors.
- Recommend acceptance or non-acceptance of IPRs and payment of instalments.
- Contact implementing partners for project related matters.
- Have unlimited access to financial and operational records relating to projects.
- Perform other related duties as required.

Accountability / Authorities:

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

Years of Experience / Degree Level

3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Accounting; Auditing; Business Administration; Finance; Project Management;

Relevant Job Experience

Essential

Not specified.

Desirable

Not specified.

Functional Skills

*FI-Finance - Accrual accounting (IPSAS/IFRS);
IT-Computer Literacy;
MG-Project Management;
PC-Quality Assurance/Control;
MG-Risk Management;
FI-Auditing practical experience;
UN-UN/UNHCR Financial Rules and Regulations and Procedures;
IT-ERP (Enterprise Resource Planning) Functional Knowledge;
IT-Microsoft Office Productivity Software;*

Language Requirements

Fluency in English (UN working language of the duty station), both oral and written, is required. Working knowledge of other UN language(s) and/or local language is desirable.

Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

*Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation*

Managerial Competencies

*Judgement and Decision Making
Managing Resources*

Cross-Functional Competencies

*Planning and Organizing
Political Awareness*

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

ELIGIBILITY

Internal candidates

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have Indefinite or Fixed Term appointment. Interested staff members should consult the Revised AI on Recruitment and Assignment of Locally Recruited Staff (RALS). If you have questions regarding eligibility, please contact Adnan Hadzisdikovic (hadzisd@unhcr.org).

External candidates must be legally present in Slovakia at the time of application, recruitment and hire.

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible to apply for the vacancy with UNHCR.

Candidates must be legally present in the country of assignment and possess valid residence and work permit at the time of application, recruitment and hire.

UNHCR's COVID-19 POLICY

Assignment with UNHCR is subject to proof of vaccination against Covid-19 with WHO approved vaccine in accordance with UNHCR's Administrative Instruction on Covid-19 Vaccination and related Safety Measures.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [UNHCR Personal History Form](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with "**LAST name – Project Control Associate (10038094) READ position**" in the subject line to: rcepost@unhcr.org by midnight **7 October 2022**.

Shortlisted candidates might expect to be required to be interviewed and/or sit for a test during the selection process. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>