

**The Operation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:**

**Functional Title & Grade:** Senior Project Control Assistant /GL-5  
**Contractual Status:** Fixed Term Appointment for 1 year with possible extension  
**Position #** 10023866  
**Duty Station:** Kyiv

**Date of Issue:** 16/09/2019

**Deadline for applications:** 29/09/2019

**EXTERNAL VACANCY ANNOUNCEMENT**

**OPERATIONAL 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 Senior Project Control Assistant 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 has no supervisory role.

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**

**Accountability** (*key results that will be achieved*)

- Resources transferred to implementing partners are utilized for the intended purposes and in accordance with project agreements.
- Supervisors are promptly informed of risks and major variances in the execution of projects (budgets, finance, implementation or timeframe).

**Responsibility** (*process and functions undertaken to achieve results*)

- Contribute to reviewing the internal control systems of implementing partners.
- Assist with monitoring that IP agreements are established for each project.
- Prepare reports on project expenditures levels and patterns in relation to the Country Operations Plan and project agreements and implementation rates to track project progress.
- Assist with the verification of the financial status of projects by researching files, calculating costs and anticipating expenditures, to that the balance available under each project can be easily monitored.
- 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.
- Perform other duties as required.

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Escalate IP issues to supervisors

- Recommend acceptance or non-acceptance of IPRs and payment of installments..
- Contact implementing partners for project related matters.
- Have unlimited access to financial and operational records relating to projects.

#### **REQUIRED COMPETENCIES**

- Judgment and Decision Making
- Managing Resources
- Planning and Organizing
- Political Awareness
- Stakeholder Management

#### **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- Secondary education, together with training/certificate in Accounting, Auditing, Business Administration, Finance, Project Management or related field.
- Minimum five years of previous job experience in the field of accounting/finance, auditing, project management, business analysis, quality assurance and/or risk management.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

#### **LANGUAGE:**

- Fluency in English, Ukrainian and Russian.

#### **DESIRABLE QUALIFICATIONS & COMPETENCIES:**

- Good knowledge of United Nations financial rules and procedures.
- Good understanding of accrual accounting (such as IPSAS or IFRS).
- Working experience with ERP financial modules (such as PeopleSoft, Oracle or SAP).

**Interested applicants should forward the UN personal history form (P-11) with a covering letter in English explaining their interest in the position to the e-mail: [vacancy@unhcr.org](mailto:vacancy@unhcr.org)**

**by indicating the post title and position number they are applying for in the subject line.**

**Candidates must be legally present in Ukraine at the time of application, recruitment and hire.**

**UN personal history form (P-11) may be loaded at**

**[http://unhcr.org.ua/attachments/PHF/UNHCR Personal History Form October%202017.docm](http://unhcr.org.ua/attachments/PHF/UNHCR_Personal_History_Form_October%202017.docm)**

**[http://unhcr.org.ua/attachments/PHF/UNHCR PHF Supplementary October%202017.docm](http://unhcr.org.ua/attachments/PHF/UNHCR_PHF_Supplementary_October%202017.docm)**

**Only short-listed applicants will be contacted, no late applications will be accepted.**

**Written test may be administered.**

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