

Posting Title : Claims Examination Officer, 15
Job Code Title : Claims Examination Officer
Department/ Office : UNRWA - Finance
Location : BEIRUT
Posting Period : 7 October 2021-20 October 2021
Job Opening number : 21-FIN-UNRWA - Finance-165715-R-BEIRUT (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The incumbent is responsible to the Deputy Field Finance Officer (D/FFO) in the Fields and supervises the staff assigned to his/her unit.

Responsibilities

Verifies and checks validity, correctness, proper authorization and coding of payment vouchers, journal vouchers and other vouchers being processed in respect of claims/payments arising from the Agency's various activities to ensure that claims are properly documented and paid correctly and in conformity with Rules, Regulations and Technical Instructions;

Checks and attends to accounting actions emanating from personnel action, and takes the necessary deductions relating to monthly area staff payroll;

Reviews and calculates claims of separated staff members and ensures that all provident fund, partial and full, withdrawals are correctly processed from HRM module;

Maintains and supervises the maintenance of proper records of all contracts and agreements between the Agency and external bodies and ensures the proper recording of all payments under these contracts and agreements;

Answers queries, drafts correspondence and prepares reports and statements concerning his/her functions;

Advises International and Area staff on their entitlements and liaises with the Departments

and external vendors on their payments and entitlements;

Acts for his/her supervisor during their absence where applicable;

Checks lists of liabilities, commitments and accounts during the closure of accounts and drafts Journal Vouchers to record them in the Agency's accounts;

Checks and reconciles on monthly basis the balances recorded in the general ledger with the subsidiary ledgers of the Area Staff Provident Fund accounts in respect of continuing participants credits, voluntary contributions and provident fund loans, and prepares the necessary adjusting accounting vouchers;

Enters, verifies and retrieves data in the Finance System and follows up on transactions to/from Fields and Headquarters;

Performs such other duties as may be required.

Competencies

Professionalism:

Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning and organizing:

Develops clear goals that are consistent with agreed strategies. Identifies 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. Uses time efficiently.

Communication:

Speaks and writes clearly and effectively. Listens 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 the audience. Demonstrates openness in sharing information and keeping people informed.

Education

A university degree in accountancy, business administration, or other related discipline. (Post-Secondary diploma with additional 2 years of qualifying experience in lieu of Bachelor degree may be considered)

Job Specific Qualifications

Work Experience

Five years of experience in finance or accounting office of a governmental, international, or commercial organization with emphasis on a computerized working environment. (For Masters' degree holder 3 years qualifying, and for Post-secondary diploma holder 7 years of qualifying experience may be considered).

Languages

Excellent command of spoken and written English and Arabic.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Please make sure that your application is filled properly, correctly, and completely; any missing or incomplete information may lead to the rejection of the application by the system.

If the recruitment process generates a large number of applicants who pass the test, the Agency may interview only the top passing applicants to ensure sufficient number of candidates to be listed on a recommended list or an employment roster based on the Agency's needs. This is intended to ensure efficiency and timeliness of the recruitment process.

Type of contract and duration: Fixed – Term appointment for 3 years including 1 year probation period, with the possibility of further extension, subject to availability of funds, satisfactory performance and continuing need.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from

under-represented groups (based on, for example, gender, disabilities).

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

UNRWA's strategic objectives: The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protect and disease burden is reduced; (c) school – age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health.

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Equivalency: Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

N.B: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

Desirable qualification: Association of Accounting Technician (AAT) proficiency at foundation level or any other professional qualification;

Working experience with UNRWA Financial Management System (PMS) or other computerized finance system;

Knowledge of UNRWA's accounting system and procedures.

Conditions of service: Monthly basic salary USD 1,542.50 + SPLA USD 167

Other benefits include monthly Provident Fund contribution (15.2% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable).

Candidates need to check the Junk Email as emails from INSPIRA may go to Junk; it is the candidate's responsibility to check his/her email.

Additional information: The incumbent may be requested to travel inside the area of operations.

General Information: This vacancy notice is open to internal and external candidates. Only candidates residing in Lebanon with authorization to work in that duty station at the time of application are eligible to apply. The Agency will not assume responsibility to support or facilitate the issuance of work permit in the duty station, and without a valid work permit, the appointment may be rescinded.

During and after the completion of the recruitment process, candidate's request for review of decisions must be submitted within 48 hours from the formal notification by UNRWA.

Requests received after that will not be considered.

UNRWA is a United Nations agency whose staff are therefore expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict.

UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs.

The Agency will disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Please find below the link to a video that guides applicants on how to apply to Job Openings that approach you for guidance:

<https://drive.google.com/file/d/1MH-IYA6Y8kxA1fgao5qyTV8VwNajgx4u/view?usp=sharing>

United Nations Considerations

Staff members are subject to the authority of the Commissioner-General of UNRWA and to assignment by him or her.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups.

At UNRWA, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNRWA is committed to creating a diverse and inclusive environment of mutual respect. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

UNRWA Considerations

UNRWA staff are expected to uphold the highest standards of efficiency, competence, neutrality, impartiality and integrity. This includes respect for and commitment to human rights, diversity and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. Candidates will not be considered for employment with UNRWA if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. The Agency may disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

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Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side

of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.