



If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Senior Advisor Trust Accounts, P-5, Copenhagen, Denmark

Vacancy No: E-VN-2012-001897 Job Level:

Duty Station: Copenhagen Position#: A9952

Country: Denmark Application Close: 31-Dec-12

Region: HQ ONY Contract Type: Long-term Staff (FT)

Purpose of the Position

You will direct the financial management of the GAVI and Procurement Services Trust Accounts (Procurement). You will provide financial advisory services to the Director, Supply Division related to trust accounts. You will establish FMAC's risk profile and identify steps to mitigate risk. You will engage with external partners related to trust fund activities.

Key Expected Results

1. Participate in high level meetings with external partners and stakeholders such as GAVI, BMGF, World Bank, UNITAID, WHO and other UNICEF Divisions to ensure effective management of financial resources across multiple alliances
2. Research and recommend financial solutions that meet the procurement strategies and programme goals of UNICEF and its trust fund partners while complying with UNICEF's financial rules and regulations and the legal framework of agreements with partners
3. Provide key financial data related to Trust Funds for inclusion in written reports for both internal and public distribution, including Supply Division's Annual Report and reports to the GAVI Alliance and other key Procurement Services partners.
4. Actively participate in SD's market shaping activities, ensuring compliance with UNICEF's financial rules and regulations while meeting strategic goals
5. Engage in strategic discussions related to volume guarantees with senior staff within UNICEF, with manufacturers and external partners
6. Lead the GAVI Accounting Unit and Procurement Services Accounting Unit teams, establishing the Office Management Plan and work plans for those units, ensuring that the strategic goals of UNICEF's Procurement Services and GAVI Trust Funds are met.
7. Ensure that statutory financial reporting requirements of Trust Funds are met, including timely and accurate completion of monthly, mid-year and annual financial closures of accounts.
8. Establish the risk profile for SD's Financial Management and Administration Centre and identify solutions to mitigate risk
9. Participate in the budget process related to the GAVI and Procurement Services budgets.
10. Participate as a member in UNICEF SD's statutory bodies, e.g. Contracts Review Committee (CRC), Property Survey Board (PSB), Insurance Survey Board (ISB) and others as may be appointed.
11. On a rotating basis, may act as Officer-in-Charge of the Financial Management and Administration Centre
12. Coordinate responses to queries from both external and internal audit related to Trust Funds.

KEY END-RESULTS:

1. Build positive relationships with senior managers at external partners, including the Global Alliance for Vaccines and Immunisation (GAVI); the Bill and Melinda Gates Foundation (BMGF); World Bank, CHAI, UNITAID, and others.
2. Innovative financing and market shaping activities of SD are met while maintaining compliance with UNICEF's financial rules and regulations.
3. SD Trust Accounts are appropriately managed in an environment with zero tolerance for risk.
4. SD Trust Accounts are reported accurately in the statutory financial statements of UNICEF

Qualifications of Successful Candidate

Advanced university degree in Accounting, Business Administration, Public Administration, Financial Management, Economics or related fields of operations.*

Ten years of relevant professional work experience in financial management, budget, trust fund accounting, preferably in international development or co-operation.

Experience managing trust accounts, partner relationships, donor reporting.

UNICEF's Financial Rules and Regulations and Procurement Principles

Policies and principles of Managing Trust Accounts

Knowledge of UNICEF's legal framework related to third-party procurement, Memoranda of Understanding and Procurement Services Executive Directive would be an advantage.

Fluency in English. Knowledge of another UN language would be an asset.

*A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Competencies of Successful Candidate

Has highest-level communication skills, including engaging and informative formal public speaking.

Consistently achieves high-level results, managing and delivering projects on-time and on-budget.

Creates and encourages a climate of team-working and collaboration in a multi-cultural environment.

Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources.

Identifies urgent and potentially difficult decisions and acts on them promptly; initiates and generates team- and department-wide activities.

Creates organization-wide processes to help ensure that all adhere to procedures and policies.

Translates strategic direction into plans and objectives.

Has high-level leadership and supervisory skills; provides others with a clear direction; motivates and empowers others; recruits staff of a high caliber; provides staff with development opportunities and coaching.

Quickly builds rapport with individuals and groups. Actively nurtures good relationships with people across all organizational levels and boundaries, and with government leaders and stakeholders.

Remarks

This position is valid for ONE year only.

Closing date extended to 31 December 2012

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.