

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2018/27
Internal/External Circulation**

Position Title: Project Control Assistant	Position Level: G4	Date Issued: 20/03/2018
Position No.: 10027529	Report To: Senior Project Control Officer	Closing Date: 2/04/2018
Section/ Unit: Project control	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

Supervisors are promptly informed of risks and major variances in the execution of projects (budgets, finance, implementation or timeframe).

Duties and Responsibilities:

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, so that the balance available under each project can be easily monitored.
Perform other duties as required.

Authority

Escalate IP issues to supervisors.
Support the recommendation of 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.

Qualification Required

Education and Skills:

Secondary education.
Excellent computer skills, in particular in MS Office applications.
Excellent communication skills.

Experience:

Minimum 4 years of previous job experience in the field of accounting/finance, auditing, project management, business analysis, quality assurance and/or risk management.

Languages:

Fluency in English and working knowledge of another relevant UN language or local language.

Desirable Qualifications & Competencies:

Training/certificate in Accounting, Auditing, Business Administration, Finance, Project Management or related field.

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).

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/27, Project Control Assistant, Damascus**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

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