

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

**Vacancy Announcement No. UNHCR/VN/ 2018/45
Internal/External Circulation**

Position Title: Project Control Associate	Position Level: G6	Date Issued: 04/06/2018
Position No.: TA	Report To: Project Control Officer	Closing Date: 18/06/2018
Section/ Unit: Qamishli/ Project Control	Duty Stations: Qamishli	Contractual Status: Temporary Appointment

Availability of the Post: Immediately

Accountability

- Quality assurance of project agreements is provided in accordance with applicable UNHCR rules and regulations.
- Resources transferred to implementing partners are utilized for the intended purposes and in accordance with project agreements.
- Performance delivery and financial expenditure reported by implementing partners are accurate and consistent.
- Supervisors are promptly informed of risks and major variances in the execution of projects (budgets, finance, implementation or timeframe).

Duties and Responsibilities:

- 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, analyzing 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 installment or a disbursement, confirming the status of installments 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.
- Perform other duties as required.

Authority

- 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.

Qualification Required

Education and Skills:

- Education: Secondary education, together with training/certificate in Accounting, Auditing, Business Administration, Finance, Project Management or related field.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.

Experience:

- Minimum six 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 Arabic.

Desirable Qualification

- 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/2018/45, Project Control Associate, Qamishli**

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.

Distribution:

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