



## TEMPORARY JOB OPENING ANNOUNCEMENT

**P-3**

**IPSAS-Umoja Support  
 Coordinator**

TJO Grade Level<sup>1</sup>

Functional Title

**Finances Section Services ADMINISTRATION**

Department/Office/Division/ Service/Section

**Management and Operations Support Logistics**

Job Network and Job Family (See list on page 3-4)\*

**27/05/2015**

Deadline  
 (DD/MM/YYYY)

Duty Station:	<b>Santiago, Chile</b>	Estimated Start Date:	<b>01/06/2015</b>
Duration of need:	<b>31/12/2015</b>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### ***DUTIES AND RESPONSIBILITIES***

Under the overall supervision of the UMOJA Deployment Team Leader and within Delegated Authority, the incumbent will perform the following functions:

- Act as an interface between the Umoja Deployment Team Leader and the Process Owners
- Support the Team Leader in ensuring that project implementation milestones are achieved for the successful deployment of Umoja by the established deadlines
- Assist to facilitate transition of end users from old processes to new processes
- Coordinate with process owners to ensure compliance with deadlines
- Track and monitor business readiness progress against plan, requirements, quality measures and standard processes and assist Process Owners in task performance
- Follow up continuously on task progress and quality of deliverables
- Support Organizational Change Management activities such as impact assessments, aligning Umoja to-be roles with organizational structure
- Ensure timely dissemination of deployment information to Process Owners
- Support UMOJA Team Leader in mapping current staff functions to Umoja roles
- Perform data clean-up process in consultation with Process Owners from substantive divisions.
- Identify erroneous transactions and irregularities in related accounts, resolve in line with IPSAS requirements in a timely and effective manner
- Ensure that accurate and complete accounting records are maintained in accordance with IPSAS and that reporting and internal control systems are functioning
- Keeps abreast and provides guidance on the United Nations on billings related to the UMOJA and IPSAS procedures.
- Prepare SAP presentations
- Assist in transitioning the UN to adopting International Public Sector Accounting Standards (IPSAS).
- Ensure the implementation of data standards and the governance processes affecting data conversion ensuring timely identification, reporting, tracking and resolution of issues.
- Perform other duties as required

<sup>1</sup> For eligibility and other conditions, please see the Notes at the end of this form.

## **COMPETENCIES**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Knowledge of ERP/SAP functionalities and implementation processes in a large international environment is required. Knowledge of IPSAS is desirable. Ability to coordinate assignments and manage conflicting priorities. 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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

### ***For Managerial Positions:***

## **QUALIFICATIONS**

**Experience:** A minimum of five years of professional progressively responsible experience in project management, business process reengineering or change management is also required. Experience in coordinating large scale projects integrating new policies, processes, technology and organisation is desirable.

**Education:** Advanced university degree (Master's degree or equivalent) in business administration, project management, computer science, information systems or a related field. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, advanced knowledge of Spanish and English is required. Knowledge of the second language will be tested, unless it can be supported by a certificate from a recognized institution.

**Other Skills:**

**ADDITIONAL COMMENTS**

Please make reference to TJO 2015-027/P3/IPSAS-Umoja/FIN/ADM in your message to [staffing@cepal.org](mailto:staffing@cepal.org), when submitting your application.

**DOCUMENTS REQUIRED:**

- Cover Letter**
- Personal History Profile** (visit <https://inspira.un.org> to generate a PHP)
- Proof of required academic credentials** (for external applicants)
- Employment verification letter from most recent employer** (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Human Resources Section Email Address: staffing@cepal.org

Copy (cc): \_\_\_\_\_ Email Address: \_\_\_\_\_

**\* Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<b><u>LEGAL</u></b>  Jurists Legal Affairs Ombudsman
<b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b>  Public Information Protocol
<b><u>POLITICAL, PEACE AND SECURITY</u></b>	<b><u>CONFERENCE MANAGEMENT</u></b>

Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	Conference Services Language
<b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b>	<b><u>SAFETY AND SECURITY</u></b>
Information Systems and Technology Information Management	Security Safety

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.
- For information on special post allowance, please refer to ST/AI/1999/17.
- For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.