

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, UNHCR**  
**VACANCY NOTICE**

Position Title:	Project Control Associate
Position N°:	N/A
Vacancy N°:	013-020
Category & Level:	General Service, G-6
Contract Type:	Temporary Appointment (T.A.)
Length of Contract:	6 months (Possibility of extension during 2021, subject to operational needs, funds and performance).
Location:	San Salvador, El Salvador
Closing Date:	<b>11 June 2020</b>

## **1. Organizational Setting and Work Relationships**

The primary functions of project control are to complement programme management and provide support for oversight of projects including the formulation of a monitoring plan, quality assurance, and verification. Other activities of project control include: review of project agreements, project audit, monitoring that there is synchrony between financial and operational performance, participation in multi-functional monitoring activities and reviews, tracking project risk management, and supporting project closure.

It is essential to maintain segregation of duties between project control and programme functions for effective accountability and oversight. Where there is no Project Control Officer, General Service staff performing project control functions should report directly to the Head of Office.

The Project Control Associate receives general guidance and work plans from the supervisor. They work independently on regular assignments under the supervision of the Associate Project Control Officer or to the same management level as programme. The incumbent may supervise other general service staff.

Project Control staff play a very important role in maintaining harmonious and effective partnerships, and often interact with implementing partners. As a result, incumbents need to be very mindful of all dimensions of partnerships in their interaction with partners (in accordance with the Principles of Partnership, the Code of Conduct and other relevant documents).

## **2. Duties**

- 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, analysing 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 instalment or a disbursement, confirming the status of instalments 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.
- 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.
- Perform other related duties as required.

### **3. Minimum Qualifications**

#### **Education & Professional Work Experience**

##### **Field of Education**

Secondary education, together with certificate/license in Accounting, Auditing, Business Administration, Finance, Project Management or related field.

##### **Years of Experience/Degree level**

- Minimum 2 years of previous work experience relevant to the function with Bachelors, equivalent or Higher.
- Minimum 3 years of previous work experience relevant to the function with a High School Diploma.

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#### **Language Requirements**

- Fluency in English and Spanish

#### **Functional Skills**

- FI-Finance - Accrual accounting (IPSAS/IFRS);
- IT-Computer Literacy;
- MG-Project Management;
- PC-Quality Assurance/Control;
- MG-Risk Management;
- FI-Auditing practical experience;
- UN-UN/UNHCR Financial Rules and Regulations and Procedures;

- IT-ERP (Enterprise Resource Planning) Functional Knowledge;
- IT-Microsoft Office Productivity Software;

### Desirable

- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.

## 4. Competency Requirements

### Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

### Managerial Competencies

- Judgement and Decision Making
- Managing Resources

### Cross-Functional Competencies

- Planning and Organizing
- Political Awareness

## SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your letter of motivation, signed **Personal History Form (PHF)** and its **supplementary pages** (if applicable) by e-mail stating **the position title and your Last Name** in the subject line to [salsavacantes@unhcr.org](mailto:salsavacantes@unhcr.org) by **11 June 2020**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

### **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>