OBJECTIVES OF THE PROGRAMME

The Strategic Objective is to provide efficient and effective support to WHO Core functions at country level with a particular focus on the Organization’s directing and coordinating role for international health as expressed in the Constitution. The objective of the programme is to manage financial, human, and administrative resources in an efficient, effective, results-oriented and transparent manner for carrying out its mission of promoting health, keeping the world safe and serving the vulnerable.

DESCRIPTION OF DUTIES

Under the overall guidance of WHO Representative and direct supervision of Administrative Officer, the incumbent will perform the following duties:

1. To manage WCO Imprest accounts for both local currency and US Dollar accounts, preparing vouchers, recording of Imprest transactions and timely replenishments to ensure sufficient bank and cash balances. Each transaction from Imprest must be supported by an Imprest voucher and relevant supporting documentation, such as a supplier invoice.

2. To perform Imprest bank and cash reconciliations every month without exception, as close as possible to the beginning of the subsequent month and submit the monthly Imprest return package to regional office.

3. To process payments against transactions recorded through Imprest accounts and payment instructions received from GSC and ensuring that the necessary internal controls are in place to ensure that payments are made directly to the supplier named in the invoice for IPOs or PIs.

4. To liaise with BFU/SEARO, GSC, and technical units of the Country Office regarding financial matters and closely follow up outstanding Imprest transactions.

5. To assist Administrative Officer in day-to-day financial and administrative operations, to undertake administrative and financial quality assurance review of selected contractual partners, involving scrutiny of the expenditure reported, checking the efficacy of the internal control system in place and suggesting steps to strengthen the same, preparing financial review reports and following up on responses.

6. To coordinate with other UN agencies on cost sharing arrangements, representing WHO in UNOMT Finance Task Force meetings on common programme and other financial issues.

7. To ensure that cash maintained as part of an Imprest cash account must be secured in a safe or locked cash box, restricted to authorized individuals only, and the cash-on-hand kept at a minimum level.

8. To brief and guide WCO staff members including temporary staff and non-staff on the application and interpretation of financial rules and regulations, procedures, policies and accounting principles.

9. To support premises maintenance and coordinating janitorial staff in order to maintain the premises in a clean environment and presentable condition conducive to staff wellness.

10. On the basis of security information received from UNDSS, assists in reviewing security threat and risk situations, compile factual information, to facilitate reporting and decision-making process.

11. To assist with the liaison with UNDSS, local administration, security and law enforcement authorities, communities, UN/NGO security staff and other actors to facilitate access for safe programme delivery and to mitigate possible risks against staff and other resources.

12. To support the compiling of routine security reports and information related to significant security incidents, to ensure relevant databases are accurately updated at all times.

13. To support the implementation of all security risk management mitigating measures, including Minimum Operational Security Standards (MOSS), to support compliance at all times both in office premises and all WHO's assets and vehicles.

14. To represent WHO in DSA survey of UN agencies at the duty station.
15. Any other duties as and when assigned.

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary school education with specialization in budgeting and accounting.
Desirable: Degree/Diploma in Finance/accounting.

Experience

Essential: At least eight (8) years of experience in the area of budget or financial accounting
Desirable: Experience in any UN or international organization is an advantage

Skills

- The incumbent maintains and updates proficiency in the use of modern office technology through in-house courses, on-the-job training or self-training.
- He/she keeps abreast of changes in procedures and practices, rules and regulations, organizational structure, to be able to brief others and explain procedures.
- Knowledge of Excel spreadsheets and application of excel skills as applied to data generated from the GSM.

WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Moving forward in a changing environment

Use of Language Skills


REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at LKR 2,544,236 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net/. Some professional certificates may not appear in the WHED and will require individual review.
- According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting the staff on as wide a
Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.

For information on WHO's operations please visit: http://www.who.int.

The WHO is committed to creating a diverse and inclusive environment of mutual respect. The WHO recruits and employs staff regardless of disability status, sex, gender identity, sexual orientation, language, race, marital status, religious, cultural, ethnic and socio-economic backgrounds, or any other personal characteristics.

The WHO is committed to achieving gender parity and geographical diversity in its staff. Women, persons with disabilities, and nationals of unrepresented and underrepresented Member States (https://www.who.int/careers/diversity-equity-and-inclusion) are strongly encouraged to apply for WHO jobs.

Persons with disabilities can request reasonable accommodations to enable participation in the recruitment process. Requests for reasonable accommodation should be sent through an email to reasonableaccommodation@who.int

An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.

WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.

WHO also offers wide range of benefits to staff, including parental leave and attractive flexible work arrangements to help promote a healthy work-life balance and to allow all staff members to express and develop their talents fully.

The statutory retirement age for staff appointments is 65 years. For external applicants, only those who are expected to complete the term of appointment will normally be considered.

This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.

In case the website does not display properly, please retry by: (i) checking that you have the latest version of the browser installed (Chrome, Edge or Firefox); (ii) clearing your browser history and opening the site in a new browser (not a new tab within the same browser); or (iii) retry accessing the website using Mozilla Firefox browser or using another device. Click the link for detailed guidance on completing job applications: Instructions for candidates.