



International Criminal Tribunal for the former Yugoslavia (ICTY)

Head of Payroll Unit, P-3

DEADLINE FOR APPLICATIONS	:	01 December 2014
DATE OF ISSUANCE	:	28 October 2014
OFFICE	:	Registry/Finance Section
JOB OPENING NUMBER	:	14-FIN-ICTY-37866-R-THE HAGUE (R)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in the Division of Administration, Registry, under the supervision of the Chief of Finance.

Responsibilities:

Under the supervision of the Chief of Finance, the incumbent is responsible for the daily operations of the Payroll Unit; specific duties include:

1. Exercises direct supervision of the Payroll Unit being responsible for:
 - a) planning, organizing and supervising the overall functioning of the Unit to ensure effective operations
 - b) managing staff of the Unit, providing technical advice, guidance and coaching to staff on all payroll and related entitlements issues and financial procedures, and ensuring strict adherence of the UN Financial Regulations and Rules, Staff Rules and Administrative Instructions
2. Monitors and analyses payroll operations including payroll disbursement actions by:
 - a) evaluating existing methods, work flow processes and procedures, and introducing new measures, as required, to ensure effective and efficient payroll operations
 - b) establishing internal control mechanisms ensuring that verification processes are enforced and that data integrity is upheld
 - c) coordinating with HR office responsible for personnel actions for corrective actions
 - d) ensuring complete and accurate payroll records and documentation in compliance with established policy
3. Exercises approving authority under the delegated authority from the Controller ensuring compliance with the UN Financial Regulations and Rules covering:
 - a) all payroll (staff and judges) payments and at various field duty stations
 - b) approving payments relating to salary advances and assignments, separation payments, medical insurance and group life insurance premiums
 - c) reviewing and correcting payroll transactions, approving all related transactions through journal vouchers processing
4. Performs other related duties as assigned by the Chief
 - a) supervising the period and year-end reconciliation, analysis and reporting to be completed in a timely manner
 - b) ensuring full compliance with UNJSPF reporting requirements including year-end schedules, separation notifications, pension exception reports and UNJSPF audit notes
 - c) preparing briefing papers, reports and comments on payroll related issues
 - d) drafting audit response to payroll issues
 - e) ensuring accurate and timely issuance of data to UNHQ for US tax reporting
 - f) assisting in the pre- implementation activities of IPSAS and ERP system
 - g) performing other duties as required.

Core Competencies:

- **Professionalism** – Proven conceptual, analytical, and evaluative skills; ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; ability to cope with competing demands and work under the pressure of frequent tight deadlines. Good knowledge of UN financial policies and procedures and of UN Financial Regulations and Rules is desired. Knowledge of PROGEN payroll and SUN systems an asset. Knowledge of IPSAS, ERP and implementation of these two projects will be advantageous. 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.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and



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acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

MANAGERIAL COMPETENCIES

- **Managing Performance** – Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in Accounting or Finance. A first level university degree in finance, accounting or business administration in combination with qualifying experience may be accepted in lieu of an advanced university degree. Certification as Certified Public Accountant (CPA), Chartered Accountant (CA), or equivalent is desirable.

Work Experience:

At least seven (7) years of progressively responsible experience in finance or accounting in a government or an international organization, preferably in a UN environment with prior payroll supervision experience.

Languages:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Assessment Method:

There may be a technical test following a competency-based interview.

Special Notice:

The appointment is limited to ICTY. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

HOW TO APPLY:



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All applications must be submitted through the UN Inspira portal. The ICTY is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
