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REPUBLIC OF GHANA

MINISTRY OF FOREIGN AFFAIRS  
AND REGIONAL INTEGRATION

P. O . Box M53  
Accra, Ghana

GA-057-0036

31<sup>ST</sup> AUGUST, 2021.

Our Ref.: CA/UN/8

CIRCULAR

GM/390

NOTIFICATION OF VACANCY AT THE UNITED NATIONS  
WORLD FOOD PROGRAMME (UNWFP)

I have the honour to bring to your attention, a job vacancy below which has been circulated by the United Nations World Food Programme (UNWFP):

- A) Post: International Consultant, Funds Management Officer, Level 1  
Deadline for submission: 9<sup>th</sup> September, 2021  
Duty Station: Addis Ababa, Ethiopia
2. Information on job openings are available at the UN website <https://career5.succcessfactors.eu/sfcareer/jobreqcareer?jobId=147501&company=C0000168410P>. Attached are documents pertaining to the vacancy.
3. Applicants are to kindly **notify** the Candidatures Unit of the outcome of submissions through the following email: [vacancies.internationalorgs@mfa.gov.gh](mailto:vacancies.internationalorgs@mfa.gov.gh).
4. Women candidates are strongly encouraged to apply.
5. Please accept the renewed assurances of our highest consideration.

(SIGNED)  
CANDIDATURES UNIT

FOR PUBLIC RELEASE



Cc: Hon. Minister  
Hon. Deputy Minister, P&E  
Hon. Deputy Minister, F&A  
Special Adviser/OHM  
Chief Director  
Supervising Director  
All Directors  
All Officers at Base and Abroad

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## Job Title: International Consultant \_ Funds Management Officer, Level I, Based in Addis Ababa

Requisition ID 147501 - Posted - Short Term Monthly - Africa, Central & Eastern - Ethiopia - Addis Ababa - (English) - PROGRAMME & POLICY

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

### ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve **Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

### BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

In 2020 WFP Ethiopia has launched its Country Strategic Plan (CSP) 2020-2025. The five-year CSP is based on WFP's recognized strengths and on strong strategic and operational partnerships with the Government, private sector entities, non-governmental organizations and other United Nations agencies. While the bulk of operations will continue to address the immediate short-term needs of refugees, internally displaced persons and other food-insecure and undernourished people, there will be a gradual expansion and intensification of climate change adaptation, resilience and livelihood diversification initiatives under CSP Activity 5, which is also linked to the humanitarian-development-peace nexus. WFP will focus on the prevention of malnutrition, the building of resilience and the integration of nutrition concerns and gender equality throughout the portfolio. All activities are funded by a variety of donors with different financial reporting requirements some of which not in line with WFP standard systems hence requiring parallel financial tracking systems to be in place. The purpose of this assignment is to support the Head of Programme, Activities managers, Resource Management Unit, and Finance Unit to keep a proper financial tracking of all on-going initiatives and prepare accurate and timely financial reports as well as respond to ad-hoc requests coming from donors.

### ACCOUNTABILITIES/RESPONSIBILITIES:

Under the overall guidance of the Head of Programme and the direct supervision of the CSP Activity 5 Manager, and working closely with Programme colleagues, Resource Management Unit and Finance Unit, the job holder will be responsible for the following:

- Conduct resource analyses to ensure donors' contributions, especially under Activity 5, are spent as planned and in line with donor conditions in a complex operational environment.
- Ensure effective and compliant utilization of various donors' funds by tracking expenditures as per donor requirement and providing technical support based on best practice in resource management.
- Set up and timely manage Fund Reservations (Fund Reservations consumption analysis on monthly basis, ad-hoc management of expenditures, etc.) through WFP financial system.
- Monitor funds commitment, pre-commitment, expenditure, and balance available to inform Activity managers on monthly basis on the pace of expenditures against fund expiration and on critical bottlenecks.
- Track project implementation by monitoring allotment and utilization, and analysing expenditures, propose budget / expenditure adjustments.
- Create quarterly and bi-annual forecast of expenditures for different budget lines by collecting the latest information on expenditure forecast from programme colleagues and partners.
- Prepare ad hoc, interim, uncertified financial reports to donors while ensuring compliance with WFP corporate rules and regulations and specific donor's requirements.
- Assess partners' monthly, quarterly, semi-annual and annual financial reports.

### ACCOUNTABILITIES/RESPONSIBILITIES: (cont...)



- Ensure the verification for partners' financial report has been done by WFP sub-offices and the Activity managers.
- Monitor partners' expenditures against agreements and disbursement plans.
- Conduct regular financial analysis and budget reviews and provide recommendations to the Activity managers.
- Assist in the preparation of budget proposals and revisions for donors.
- Conduct regular financial analysis and budget reviews, drawing out insights and recommending actions to senior staff to optimize use of available funds.
- Present fund analysis monthly report for the management and activity managers, highlighting significant issues and propose corrective actions.
- Be the reference point for WINGS (SAP) for programme funds management and provide support and training as required to country offices
- Be focal point for programme and finance related problems at CO level.
- Perform other related duties as required.

### **QUALIFICATIONS & EXPERIENCE REQUIRED:**

**Education:** Advanced university degree in Economics, Accounting, Financial Management or other related subjects.

**Experience:** At least five years working experience on financial and grants managements. Experience in financial management for cross-cutting programme is desirable. Experience in WFP's and/or other relevant UN Agencies' financial system is considered an asset.

#### **Knowledge & Skills:**

- Ability to work independently in a timely and organized manner.
- Excellent oral and written communication skills.
- Excellent data analysis skills.
- Willingness to explore and experiment with new ideas and approaches in own work.
- Ability to work in a team and multi-task as needed.
- A strong understanding of rural development, resilience building and climate change adaptation theories and approaches.

**Languages:** Fluency in oral and written in English.

### **DEADLINE FOR APPLICATIONS**

09 September 2021

**Female applicants and qualified applicants from developing countries are especially encouraged to apply**

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*