



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Senior PSFR Assistant

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Canada is seeking a full-time Senior PSFR Assistant for its Toronto Office. Reporting directly to the PSFR Officer, the Senior PSFR Assistant will manage and provide administrative and finance support to the growing Private Sector Fundraising efforts in Canada.

Major Duties and Responsibilities:

- Analyse and maintain an overview of the work of the office to ensure that timely administrative support is provided in general and specialized areas.
- Manage all aspects of the transactional finance and bookkeeping duties for PSFR in Canada, including processing invoices, overseeing and monitoring staff expenses, managing staff travel requirements and managing staff payroll.
- Process financial transactions through the accounting system, deposit cheques to the bank and reconcile bank deposits.
- Record vouchers in MSRP Finance and Supply Chain application, prepare monthly replenishments, maintain Petty Cash, enter Requisitions and Purchase Orders. Prepare monthly reports on accounts for submission, as needed.
- Assist in preparing and reviewing all the supporting documents for the finance transactions to ensure full compliance with internal audit and organization requirements.
- Work closely with staff, auditors, and provide financial information when needed.
- Prepare and conduct requests for quotation and requests for proposals (RFQs & RFPs); collect and evaluate quotations, negotiate contract particularities and prepare documentation for authorization of procurement contracts in full compliance with the UN procurement and financial rules and regulations and manage contract monitoring.
- Prepare and maintain regular reports on projects, procurement submissions and other inventory reports pertaining to PSFR Canada.
- Assist in processing Individual Consultancy contracts, issuing requisitions and purchase orders and review spending authorities, linked to goods and services procured by PSFR Canada.
- Assist in the recruitment of staff and any affiliated workforce including advertising of vacancies, collecting candidate applications, and all administrative aspects of the recruitment, archiving and maintaining records and liaising with the relevant counterparts to ensure appointments are achieved as planned.
- Support the PSFR staff with travel requests and travel plans and bookings, when required.
- Prepare travel authorization, ID cards and other personnel related documents for staff.
- Support PSFR staff with the venue selection and administration of meetings, skill-shares and other events as planned in Canada when required.
- Attend meetings and participate in discussions of new or revised procedures and practices on administration and finance matters; interpret and assess the impact of changes and make recommendations for follow-up action.
- Prepare, update, maintain inventory records of non-expendable equipment for submission. Order and control stationary supplies.
- Perform other duties as required.

Position Requirements:

- Completion of secondary education with post-secondary certificate/training in Business Administration, Finance, Human Resources or other related fields.
- Minimum 5 years of relevant working experience to the function.
- Excellent computer skills (MS office and People soft applications)
- Experience in working with financial management systems
- Fluency in English
- Familiarity with UN and UNHCR administrative and financial rules and procedures an asset
- Written and spoken French language skill is an asset

This is an exceptional opportunity to join UNHCR, one of only two organizations to be awarded the Nobel Peace Prize on two occasions (1954 and 1981). UNHCR helps to save, protect and rebuild the lives of millions of people forced to flee their homes due to violence, conflict and persecution.

Salary for this position will be according to established UN Salary Scales for Canada.

Please submit a cover letter and full curriculum vitae by e-mail to UNHCR Canada: canot@unhcr.org quoting "Senior PSFR Assistant" in the subject line of the email.

Application deadline is 15 July, 2016 by 5 p.m. EST

Receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview. Please no phone calls.