



VACANCY ANNOUNCEMENT

UNFPA Libya is seeking qualified candidates for the post of:

Job ID	: 19397	Contract Type	: Fixed Term
Job Code Title	: Administrative/Finance Associate	Position Number	: 00136316
Level	: GS-7	Duty Station	: Tripoli , Libya
Duration	: One year	Closing Date	: 27/11/2018

Job Purpose:

You will deliver high quality administrative, human resources and financial management services by mastering relevant UNFPA administrative, HR, financial policy & procedures and applicable guides. You are expected to promote a client-oriented, quality and results- oriented approach by interpreting the relevant rules, procedures and guidelines, providing support for the implementation of UNFPA Programme.

Qualifications and Experience

Education: Completion of Secondary Level Education. A bachelor's level university degree in accounting, finance, business administration, economics or related disciplines is desirable.

Knowledge and Experience:

- Minimum of 7 years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems
- Prior experience in working with ERP financials is an advantage.
- UN common system experience is desirable.

Languages:

Fluency in both written and spoken English and Arabic

How to apply:

Interested candidates can apply through UNFPA e-recruit system. To apply click on the link:

https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=19397&SiteId=1&PostingSeq=1