



## **Junior Professional Officer Assignment and Candidate Profile Form**

### **PART I: INFORMATION ABOUT THE ASSIGNMENT**

**Title:**

Finance  
Officer

**Duty  
Station:**

Geneva,  
Switzerland

**Programme/Department**

Department of Finance, Accounts Unit (FNM/ACT)

**Grade Level:**

P2

**Contract type:**

Fixed-term appointment (JPO)

**Duration:**

2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.

**Objective of the WHO Programme/Department:**

The Department of Finance is responsible for the organization, maintenance and application of best practice financial management within a sound internal control framework with integrity and transparency, providing effective and efficient financial/ administrative support across the Organization for all sources of funds in accordance with applicable Financial Regulations, Financial Rules and resolutions with relevant financial reporting at all levels, both internally and externally, in support of WHO's leadership role in international health.

**Assignment Summary:**

The Junior Professional Officer (JPO) will be given the opportunity to work with the Expenditure Analysis and Control unit. The unit is responsible for expenditure policy and analysing, monitoring and reporting on expenditures on a global level for the WHO. The JPO will have a unique opportunity to interact with senior financial managers and develop a broad overview of the financial structure of the WHO. Under the general supervision of the Head, Expenditure Analysis and Control, the JPO will assist in the development of reporting tools and be directly assigned operational reporting and analysis responsibilities. Detailed analysis of WHO's expenditure is an important component in WHO's overall reform and efficiency initiatives. Expenditure reporting is managed through WHO's Enterprise Resource Management (ERP) System (Oracle)

as well as our Business Intelligence (BI) reports. New and enhanced BI reports are developed regularly, and the WHO ERP system will be upgraded over the next two years. The JPO will have the opportunity to participate in the new ERP system design as well as in the development of new BI reports.

The assignment will be based at the WHO headquarters in Geneva with a possibility to visit a regional office and/or a WHO country office during the assignment. The JPO will have the possibility to work with either the revenue / awards unit or the general ledger unit for a period to gain an overall understanding of the work of the WHO department of Finance.

### **Duties, Responsibilities and Output expectations**

Detailed expenditure monitoring reports by expenditure category (e.g. travel; country office expenses; DFC – Direct Financial Cooperation; WHO Grants; etc.) are prepared regularly by the expenditure unit. The expenditure monitoring reports are mainly for internal management information and are used to support management decisions, inform policy changes and evaluate compliance with WHO financial and procurement policy. The JPO will be responsible for the following duties:

- Prepare expenditure monitoring reports
- Analyse reports and recommend follow-up actions for relevant country offices, departments
- Suggest policy improvements based on analysis of expenditure data
- Perform reviews of documentation/ desk reviews of programme implementation activities through Direct Financial Cooperation, WHO Grants and Direct Implementation to analyse compliance with WHO policies and procedures; follow-up with implementing units/ Country Offices on findings.
- Review current procedures for areas that can be further automated and streamlined
- Assist with the further development of existing and new Business Intelligence (BI) reports
- Participate in the development of WHO's new ERP system
- Participate in UN-wide financial reporting: prepare expenditure reports for UN Cube submissions

### **Supervisor:**

Head, Expenditure Analysis and Control, Department of Finance

## **PART II: CANDIDATE PROFILE**

### **Qualifications and Experience:**

#### **Education:**

Minimum:

Master's degree in management sciences/ business administration or equivalent.

Desirable:

Accounting and / or financial analysis qualification.

#### **Work experience:**

Minimum:

Two years', ideally three years, experience in accounting, budgeting and/ or financial analysis related activities.

Desirable:

Familiarity with budget and finance procedures and practices.

#### **Skills required for the assignment:**

Minimum:

Skills in accounting, budgeting and/ or financial analysis related activities.

Excellent skills in using Excel, PowerPoint and integrated accounting packages.  
Fluency in English; French an advantage.

Desirable:

Ability to interpret financial rules and regulations and to express ideas clearly and concisely, ability to analyse and comment upon financial data.

**WHO competencies required for the assignment:**

1. Teamwork
2. Communication
3. Respecting and promoting individual cultural differences
4. Knowing and managing yourself
5. Producing results