

Vacancy and Job Description

Division, Department, Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Mission Support Department, Finance Unit	Pristina	EKLS 50301	LS0034	Finance Assistant - Cashier	1
Mission Support Department, Technical Services, Communications and Information Systems Unit	Pristina	EKLS 50343	LS0052	IT Assistant (Helpdesk & Support)	1

Mission Support Department

Finance Unit

Title: **Finance Assistant – Cashier**

Ref. no: **LS 0034**

Region: **Pristina**

Grade: **3**

He/she reports to the Chief of Finance and is assigned to the Finance Unit of the Mission Support Department.

Main Tasks and Responsibilities:

- To assist in the preparation of budgets and financial reports;
- To prepare cash flow forecasts and treasury forecasts, maintain cash-box accountancy;
- To prepare payment orders for approval by the Chief of Finance, the Head of Mission Support Department and/or the Head of Mission;
- To execute payments in cash and via bank transfer upon instructions of the Chief of Finance;
- To prepare and execute per diem and salary payments;
- To establish and maintain working contact with local banks, and coordinate issues related to the bank accounts of the Mission as well as individual Mission members;
- To file all finance related documents and prepare a monthly accounts folder;
- To follow up on finance related documents;
- To perform other related tasks as requested by the Chief of Finance.

Job Requirements:

- Level of secondary education attested by a diploma in the field of Finance, Accounting or Economics. Relevant post-secondary education will be an asset;
- A minimum of 3 years of relevant professional experience, after having fulfilled the educational requirements;
- Experience in working within an international environment would be an advantage;
- Professional fluency in the English language, both oral and written;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, and Access), experience with financial planning and accounting programmes would be an asset;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Punctuality, commitment to quality, ability to perform under stress, willingness to work flexible working hours, attention to detail and good multi-tasking and organisational skills.
- Ability to deal with sensitive information discreetly and confidentially. This position requires absolute integrity and confidentiality.
- Good interpersonal and communication skills and ability to integrate into a team.
- Ability to prioritize and manage a high workload on occasions.

Mission Support Department

Communications and Information Systems Unit

Title: **IT Assistant (Helpdesk & Support)**

Ref. no: **LS 0052**

Region: **Pristina**

Grade: **3**

He/she reports to the appropriate IT Officer(s) or the Chief Communication and Information Systems Unit (CISU).

Main Tasks and Responsibilities:

- To assist in the configuration, operation, technical management and maintenance of all LAN/WAN/VPN hardware and software;
- To assist in the installation, configuration, administration and maintenance of all network based systems and devices;
- To assist in the implementation of back up policies, safe storage of critical data;
- To assist in analyzing, identifying and resolving user problems in the HQ and in the field;
- To contribute to the support and training for users of various applications/software;
- To assist in the preparation of requisitions for required materials and services within the Mission;
- To monitor the implementation of the guidelines and procedures for computer support;
- To provide reports of executed tasks and status of computer support to his/her supervisors and give recommendations where needed;
- To provide telephone, on-line and on-site assistance with problems relating to the use of IT equipment and software (e.g. e-mail, word processing, spreadsheets, presentation packages, database applications, Internet browsers, workstation operating systems etc.);
- To configure and install new hosts (e.g. computers, servers, network devices etc.) and hardware (e.g. printers, scanners etc.) in the LAN/WAN environment and prepare them for use with server based network services, in accordance with IT standards and SOPs;
- To ensure that the Mission's IT assets are used optimally and efficiently and make recommendations as required;
- To provide basic maintenance and troubleshooting of Comms\IT equipment (UPS, Microwave links, Radios) on occasion;
- To provide new phone lines/for the offices troubleshoot existing lines on occasion;
- To undertake any other work-related task as requested.

Job requirements:

- Completed secondary education attested by a Diploma combined with IT relevant training;
- A minimum of 3 years of relevant professional experience, after having fulfilled the educational requirements;
- Excellent spoken and written command of English language;



- Knowledge and/or experience with radio and telephone systems would be an asset;
- Experience in working within an international environment would be an advantage;
- Excellent computer skills in Microsoft Office applications (Excel, Word, Power Point, Access);
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Punctuality, commitment to quality, ability to perform under stress, willingness to work flexible working hours;
- Good interpersonal and communication skills, ability to communicate effectively orally and in written;
- Ability to prioritize and manage high workload.