**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**

**VACANCY ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Project Control Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category and Level</td>
<td>GL6</td>
</tr>
<tr>
<td>Position number</td>
<td>10027640</td>
</tr>
<tr>
<td>Location</td>
<td>ROSA, Pretoria</td>
</tr>
<tr>
<td>Type of contract</td>
<td>1 year Fixed-Term Appointment</td>
</tr>
<tr>
<td>Type of Vacancy</td>
<td>Internal/External</td>
</tr>
<tr>
<td>Vacancy number</td>
<td>VA/2018/009</td>
</tr>
<tr>
<td>Closing date</td>
<td>18 April 2018</td>
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</tbody>
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**RESPONSIBILITIES**

- Contribute to reviewing the internal control systems of partners implementing UNHCR programmes.
- Contribute to reviewing that project partnership agreements are in conformity with Country Operation Plans and UNHCR’s rules, policies and procedures.
- Monitor that a complete record is maintained for all projects.
- Contribute to reviewing, analyzing and verifying project financial report (PFR) and performance reports and to checking accuracy and consistency between project financial report and performance report, in accordance with project agreements.
- Ensure that the funds obligated under a project partnership agreement, permit the payment of the next installment or a disbursement, confirming the status of installments already paid.
- Support timely project closure in coordination with the programme unit.
- Bring to the attention of supervisors and programme officers any significant variances at the office level in: budget execution, percentage of project execution, time schedule, and quality of projects against specifications or terms and conditions.
- Maintain professional relationships with partners implementing UNHCR programmes.
- Keep up-to-date with all UNHCR rules, regulations and procedures necessary to perform these duties.
- Perform other duties as required.

**QUALIFICATIONS**

- Secondary education, together with training/certificate in Accounting, Auditing, Business Administration, Finance, Project Management or related field.
- Minimum six years of previous job experience in the field of accounting/finance, auditing, project management, business analysis, quality assurance and/or risk management.
- Excellent computer skills, in particular in MS Office applications.
- Excellent communication skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

**Required minimum qualifications and professional experience**

Interested candidates are invited to send a motivation letter and a completed Personal History Form (or Fact Sheet, if internal) prior to the closing date of this vacancy to the address below. Please include the position title and vacancy number in the subject line.

rsaprhr@unhcr.org

Personal History Forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

Only short-listed candidates will be invited to sit for a written test and upon passing the test, will be called for interview.