

Chef, Décaissements (P-3)

À propos de nous

OPCW and its priorities



The Administration Division manages the OPCW's day-to-day human resources, finances, and logistical support, and coordinates knowledge management.

The Division also represents the Technical Secretariat during sessions of the Advisory Body on Administrative and Financial Matters (ABAF), and serves as the point of contact for the OPCW's External Auditor.

General Information

- **Contract Type**
Fixed-term Professional
- **Grade**
P3
- **Total Estimated monthly remuneration depending on post adjustment and family status: USD**
6.948
- **Closing Date**
20/11/2022

Responsibilities

Job Summary

The Budget & Finance Branch is responsible to maintain and apply best practice in financial management, reporting and internal control in accordance with the relevant policies, procedures and standards of the Organization. It is responsible for the development and management of the OPCW Programme and Budget, coordinating effective resource allocation efforts across the Organisation, taking a unified budget and Results-based approach. The Branch works towards the development of a long-term strategic approach for the distribution of financial resources for the Organisation and to ensure the strategic and optimal use of different source of funds. It is also responsible for timely and accurate financial reporting across all areas of the Finance function and sources of Organizational funding for varied internal and external audiences.

Main Responsibilities

As the Head of Disbursements, you will be responsible to ensure that disbursements comply with the OPCW Financial/Staff Regulations, Rules and related directives. You will also organise the disbursing activities of payroll & travel and suppliers & services units.

Are you equipped with experience in in accounts payable functions, including payroll?

Do you have an Advanced University degree in Accounting, Finance, Management, Public or Business Administration?

Are you experienced with modern ERP financial systems especially Payables and Payroll components?

Then apply now!

To view the complete job outline, please click [here](#).

Qualifications and Experience

Education

Essential:

- Advanced University degree in Accounting, Finance, Management, Public or Business Administration or related field. A first level university degree in the same areas as above in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree.

Knowledge and Experience

Essential:

- At least five years of progressive experience in accounts payable functions, including payroll, of which at least two years should include international operations with advanced level degree and seven years with first level degree;
- Extensive knowledge of, and experience in, administering, contemporary financial operations, including payroll;
- Extensive experience and demonstrated success in leading contemporary accounts payable operations, including an attention to detail and accuracy;
- Experience in revising methods and procedures, drafting directives and implementing technology supported improvements;
- Experience with modern ERP financial systems especially Payables and Payroll components;
- Sound knowledge of International Public Sector Accounting Standards (IPSAS).

Desirable:

- Experience in planning and prioritising the resources and workload of small teams;
- Experience in process review and implementation of improvements;
- Experience working in multicultural organisations would be a definite advantage;

- Work experience in the UN Common System would be a strong asset.

Skills and Competencies

- Ability to analyse operational and staffing issues, ensure attention to detail, identify priorities, formulate options, and propose and implement solutions in a complex business environment;
- Well-developed inter-personal and communication skills with ability to present information clearly and logically both in writing and verbally;
- Demonstrated leadership and management skills in a financial operations environment, including delegation of responsibility, motivation and direction of staff, and a commitment to effective performance feedback;
- Ability to act with discretion, confidentiality and tact in sensitive situations, as well as maintain effective working relationships with people of different cultural backgrounds;
- Proficiency in Microsoft desktop packages and sophisticated financial information systems, including payroll databases.

Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Additional Information

This fixed-term appointment is for the duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules.

The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years.

The mandatory age of separation at the OPCW is 65 years.

Fixed-term staff members participate in the OPCW provident fund. A monthly staff contribution is met with a doubled amount by the OPCW to ensure separating staff have the capital necessary to move on to new challenges.

The Director-General retains the discretion to not make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Only fully completed applications submitted before the closing date and through OPCW CandidateSpace will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

OPCW General Terms and Conditions

Important notice for applicants who are currently insured under the Dutch Social Security system

Although headquartered in the Netherlands, the OPCW is not a regular Dutch employer but a public international organisation with its own special status. Please be advised that if you are currently insured under the Dutch Social Security system, you will be excluded from this system as a staff member of the OPCW. You will consequently be insured under the organisation's system. The above also applies to your dependents unless they are employed by a regular Dutch employer, they are self-employed in the Netherlands, or are receiving Dutch social security payments.

Veillez vous référer au site du ministère des affaires sociales et de l'emploi pour plus d'informations sur les conséquences possibles pour vous et vos personnes à charge, telles que l'exclusion de la couverture [AMPZ] et [Zorgverzekeringwet]. | *Werken bij een internationale organisatie*