



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

V A C A N C Y N O T I C E

Post Title:	Head, Disbursements	Date:	31 May 2017
Post Level:	P-3	Closing Date:	14 July 2017
Vacancy Ref:	E-ADM/BFB/HD/F0087/P-3/22/05-17	This fixed-term appointment is for duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. 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 Director-General retains the discretion not to 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.	
Division:	Administration Division		
Branch:	Budget and Finance Branch		

Principal Functions

Under the direct supervision of the Head, Budget and Finance and in accordance with the OPCW Core Values of *Integrity, Professionalism* and *Respect for Diversity/Gender Equality*, Head, Disbursements will have the following primary responsibilities;

1. Organise the disbursing activities of two functional work units: payroll & travel unit and suppliers and services unit

- Organises the section's activities and processes, assigns responsibility to the Senior Financial Operations Assistant and the appropriate unit supervisors, ensures that staff are equipped with the skills and knowledge necessary to perform their tasks accurately and efficiently;
 - Leads and coaches staff to achieve the highest possible level of production through daily/weekly and individual/team consultation to plan and organise activities and allocate tasks so that every staff member is aware of their responsibilities in the process;
 - Co-ordinates with the Accounts and Reporting Section to meet their planning requirements for maintaining accurate accounting records and for producing the relevant financial reports;
 - Resolves issues encountered by disbursements staff and makes decisions to solve them, or contacts other offices to support their needs;
 - Explains and provides guidance and clarification in the processing of disbursements in accordance with the relevant regulations, rules and directives to ensure disbursements staffs are sufficiently trained in the examination of claims and the preparation of payment vouchers in accordance with the applicable guidelines;
- ☐ Work closely with Treasury Section to process vouchers on a timely basis to release funds by cut-off time.

2. Ensure that disbursements comply with the relevant Financial Regulations, Rules and Directives.

- Acts as sole Approving Officer for payment of the OPCW budget, ensuring that compliance with the relevant Financial Regulations and Rules, and Directives;
- Instructs and trains the staff members in the Section to ensure that the financial regulations and rules are well understood and applied and required internal controls exist.

3. Advise on and participate in the implementation of integrated financial and accounting systems for the organisation.

- Acts as team leader to incorporate needs for the accounts payable, payroll, and other staff benefit into systems relevant to the

Requirements

Knowledge and skills:

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.

Desirable:

Required Certification (if applicable): NA

Skills and Abilities (key 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.

Experience:

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.

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.

work of the Section;

- Participates in activities relating to other modules which impact AP and Payroll as required.

4. Assist the Head of Branch in various management tasks.

- Drafts papers on post justification or appraisal report;
- Describes and develops financial procedures and policies in line with the financial regulations and rules, and directives';
- Provides information and inputs and draft responses to internal and external audit recommendations;
- Proposes recommendations on the improvement of internal control system;
- Advises the Head of Branch on administrative and financial matters.

5. Perform other duties as required.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the **May 2017 rate of 30.3%**

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 62,098	\$ 58,583
Post Adjustment	\$ 18,210	\$ 17,751
Total Salary	\$ 80,308	\$ 76,334

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e- mail to Recruitment@opcw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW.

May 2017/AA