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## FINANCE & ADMINISTRATIVE OFFICER

Post Number : SHS 002

Grade : P-4

Parent Sector : Social and Human Sciences Sector (SHS)

Duty Station: Paris

Job Family: Social and Human Sciences

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 28-JUL-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General for Social and Human Science (ADG/SHS) and a functional reporting line to the Assistant Director-General for Administration, the Senior Finance and Administrative Officer (Chief of Finance and Operations Support Unit) reports to Chief of the Executive Office (SHS/EO). S/he supports the Assistant Director-General for Social and Human Sciences (ADG/SHS) in managing the Finance and Operations of the whole Sector and manages the Support Unit. His/her mission as a business partner is to facilitate the execution of activities/programmes and operations of the SHS Sector, with full respect of UNESCO rules and procedures in the field of Finance, Budget, Human Resources and Office Management. The Chief of Finance and Operations Support Unit manages a team of professional and support staff and provides expertise, authoritative advice, guidance and problem solving on all cases in its fields of competence. S/he maintains full coordination with central services and keeps the ADG/ADM well informed.

In particular, the incumbent shall:

**General Accountabilities:**

- Support the ADG/SHS in the delivery of the work program of SHS from the financial and administrative side. Prepare timely advice for the ADG/SHS and Chief of the Executive Office, and aligns with the Strategic agenda of SHS.
- Assist the ADG/SHS in ensuring delivery and provide strategic and operational advice on the relevant areas of competence to the ADG/SHS to ensure delivering on the programme.
- Devise innovative ways to maximize the impact of SHS resources and support the whole of the SHS to advance the implementation of their programs.
- Ensure strategic and operational monitoring of financial management risks and of assets, resources and liabilities of the Sector's operations.
- In line with the Organization's policies and procedures, establish internal controls and monitor their implementation, ensuring that they are adequate and functioning.
- Ensure that adequate support, overall guidance and training are provided to staff of the Sector on administration, budgetary and financial resources matters.
- Ensure compliance with the Organization's rules, regulations, policies, delegations of authority, procedures and other administrative instructions.
- Ensure that regular and ad hoc budget and financial management information is provided to ADG/SHS and senior management to support informed decision making.
- Provide leadership to and manage the staff of the Finance and Operations Support unit.
- Organize the Finance and Operations Support Unit by ensuring an equitable work assignment for effective and efficient service delivery and adjust resources allocation accordingly.
- Draft internal procedural directives relating to budgetary, financial and administration matters.
- Provide regular overview of the Budget and Finance to the ADG/SHS.
- Proactively collaborate as appropriate with other Programme Sectors and process owners at Headquarters to improve and streamline processes and procedures.

**Budget and Financial Accountabilities:**

- Provide overall guidance to the ADG/SHS and the Sector on the preparation of the budget with regard to the Organization's programme and integrated budget, work plans according to Results-Based Management (RBM) and Results-based Budgeting (RBB) principles.
  - Oversee the preparation of organisational and project budgets with a focus on full cost budgeting, sustainability and validation of the proposed budget in line with donor and UNESCO requirements.
  - Ensure complete and accurate financial and budgetary reporting by the Secretariat of the SHS Convention and its intergovernmental statutory bodies (Committees, Meeting of Parties, General Assembly of States Parties, etc.).
  - Report regularly to ADG/SHS on budgetary execution and ensure that a mechanism for monitoring regular budget and extra-budgetary funds is developed and implemented; identify deviations from approved workplans/budgets and propose corrective measures.
  - Ensure the accurate and transparent recording of financial transactions according to IPSAS standards and in compliance with UNESCO financial rules and regulations.
  - Ensure that a mechanism is in place and implemented for planning of contracting, travel and meeting and conferences in accordance with workplans.
  - Propose strategies and design new processes to resolve recurring administrative problems and improve financial and administrative procedures.
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- Ensure the accurate and transparent recording of financial transactions according to IPSAS standards and in compliance with UNESCO financial rules and regulations.
  - Ensure that a mechanism is in place and implemented for planning of contracting, travel and meeting and conferences in accordance with workplans.

- Propose strategies and design new processes to resolve recurring administrative problems and improve financial and administrative procedures.

#### **Human Resources Accountabilities:**

- Provide strategic advice and support to the ADG/SHS on staff- related matters in close collaboration with the Bureau of Human Resources Management; including processing of personnel actions, extension and conversion of appointments, recruitment, updating of Job Descriptions to reflect the actual responsibilities of staff, installation of international staff, leave records, staff entitlements, performance of all staff in accordance with UNESCO Rules and Regulations.
- Participate in the preparation of the Sector's staffing table, supervise the preparation of the required personnel documents, forms, and correspondence and ensure the appropriate follow-up actions.
- Maintain an up-to-date organizational chart of the Sector and list of temporary personnel, consultants and volunteers.
- Supervise the implementation of UNESCO management information systems in the office and provide training on these systems as required.
- Lead the development of an on-going plan for human resources development for the staff of the Office, with particular emphasis on training in all fields of relevance to the Finance and Operations Support Unit in close collaboration with relevant Central Services.

#### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

#### **REQUIRED QUALIFICATIONS**

##### **Education**

- Advanced university degree (Master's or equivalent) in the field of Finance, Business Administration, Accounting, or a related discipline.

##### **Work Experience**

- A minimum of 7 years of progressively responsible relevant experience in management, finance and administration or related area, of which preferably 3 years acquired at the international level.
- Experience in leading and supervising staff and teams.

##### **Skills and competencies**

- Ability to provide guidance in the financial and administrative management of extra budgetary projects with proven experience in budgeting, contracting and monitoring.
- Ability to work in a multicultural environment and to establish good working relationships with external and internal partners.
- Demonstrated ability to manage and motivate staff and teams.
- Ability to take initiative and seek innovative ways to improve results.
- Good IT skills, Knowledge of ERP and financial, human resources or administrative management tools.
- Demonstrated capacity to analyse operations, identify risks and opportunities, propose mitigation measures and to establish adequate monitoring framework in line with the Sector implementation capacity.

- Demonstrated experience in ensuring compliance with rules & regulations and administrative processes.
- Ability to collaborate with the Designated Official for Security and with the UNDSS Chief Security Advisor on all security-related issues; including participation in Business Operation Strategy (UN BOS).

### **Languages**

- Excellent knowledge (written and spoken) of English or French and good knowledge of the other.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Professionally recognized Accountancy Certification.

### **Work Experience**

- Experience in international organisations or United Nations agencies.
- Experience in the use of SAP.

### **Skills and Competencies**

- Knowledge of UN Rules, Regulations and administrative procedures.
- Familiarity with the work and general functioning of international organizations and/or the UN system.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc. The approximate annual starting salary for this post is 105 615 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

*UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.*

*UNESCO does not charge a fee at any stage of the recruitment process.*

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