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FINANCE AND OPERATIONS MANAGER

Post Number : IEP 802

Grade : P-5

Parent Sector : Education Sector (ED)

Duty Station: Paris

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 17-DEC-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The International Institute for Educational Planning (IIEP) is an integral part of UNESCO's Education Sector, operating with institutional autonomy under the guidance of its Governing Board. IIEP promotes an integrated approach to capacity development, including training, research, and technical assistance in the areas of policy formulation, and educational planning and management in relation to economic and social development. IIEP also promotes new concepts and methods of educational policy analysis, planning and management; and disseminates, by various means, existing knowledge and experience gained in this domain.

The Finance and Operations Manager under the immediate supervision of the IIEP Director, forms part of the Institute's senior management team and is responsible for ensuring an efficient, effective, and compliant administration of IIEP's finances, resources and activities, in line with relevant administrative, human resources and financial rules, regulations and standard practices. The incumbent leads the design and manages the IIEP risk management strategy; negotiates and reviews all standard agreements of IIEP; and is responsible for budget preparation and implementation

The incumbent ensures an effective interaction of IIEP with UNESCO's central services such as the Bureau of Financial Management (BFM), the Bureau of Strategic Planning (BSP), the Bureau of Human Resources Management (HRM), the Division of Knowledge Management and Information Systems (KMI), the Security and Safety Section (ADM/SEC) and the Division of Operations (OPS).

Specifically, the incumbent will be responsible for the following:

Senior Management Duties

- Develops and promotes a coherent and persuasive vision of the current and future roles and a mandate of the administrative unit, both internally and externally, and translates that vision into clear actions, from an analytical and strategic perspective.
- Assists the Director to seek extrabudgetary funds by developing and formulating fund raising strategy and proposals in cooperation with the other members of the management team.
- Develops and implements best practices for programme management and programme delivery by linking project proposals to IIEP's strategy; develops mechanisms of project evaluation in the organization's current context.
- Advises the Director concerning the preparation, execution, and monitoring of IIEP programmes and budgets in developing and implementing the proper administrative and financial rules in application of the statutes and the financial regulations of the special account of IIEP in conformity with the financial regulations of UNESCO

Risk Management

- Prepares financial simulations and advises the Director's office to secure the sustainability of the Institute on the medium and long term
- Designs and implements a fraud and corruption risk register and acts as focal point for risk management in IIEP. Improves internal controls through reporting.
- Maintains good relationship with funders and donors of the Institute, ensuring regularity and quality of contacts with appropriate services and departments.

Budget and Monitoring

- Leads and oversees the preparation of IIEP's budget for incorporation into the UNESCO programme and budget (C'5) and yearly presentation to the IIEP's Governing Board of the Institute's annual programme and budget for review and approval.
- Ensures adequate monitoring of IIEP's overall performance and implementation of programmes and budgets through the development of regular reports and project reviews.
- Develops mechanisms necessary for the efficient implementation for the cost recovery policy in the three IIEP's offices.
- Supports change management processes with particular attention to monitoring, streamlining and control procedures and tools.
- Manages the general administration and investments annual budget and the staff and personnel costs budget.

Accounting

- Ensures that all IIEP's accounts are maintained, consolidated and reported on to UNESCO Headquarters, ad to the Governing Board in full compliance with International Public System Accounting (IPSAS), financial regulations for IIEP's special account and UNESCO regulations in general.
- Leads all preparations for the annual audit by UNESCO external auditors.
- Ensures that reporting to donors is in line with signed agreements.
- Provides necessary backstopping for the Administration unit staff Director, managers and officers in relevant accounting and financial management matters, including training and skills development whenever required.

Financial Management

- Ensures that optimal and compliant management of resources are made available to all IIEP offices inline with the approved programme.
- Assess financial risks and liabilities, develops early warning mechanisms and implements corrective measures.
- Ensures an optimal management of IIEP's fellowship account and ensures efficient and compliant management of cash and treasury operations.
- Acts as the main certifying officer and ensures that financial transactions are in compliance with rules, regulations and policies and procedures.

Human Resources and Personnel

- Develops IIEP's human resources strategy to accompany institutional objectives and ensures its proper implementation through strategic human resources planning, staff recruitment, staff services, staff training and development etc.
- Manages, provides advice and guidance to the administration teams in all IIEP offices.
- Manages staff work plans and performance evaluations and ensure the appropriate staffing of the Administrative Units.

Facilities Management

- Ensures that IIEP's premises are well maintained and comply with national standards and EU regulations.
- Ensures that outsources services and facilities management contracts are cost effective, of high quality and ensures the proper welfare of staff.
- Ensures that an adequate IT system is in place for the recording and safeguarding of all Institute's assets and that an inventory is carried out each year.
- Responsible for the security MOSS-compliance criteria and policies at IIEP/UNESCO.

IT Services

- Leads the IT unit and ensures the continuity of IT services provided to users in compliance with UNESCO standards for all IIEP offices.
- Ensures that the information technology team supports the overall strategy of IIEP by developing recommendations to management; by performing needs assessments for new applications and modifications to existing ones.
- Responsible for the smooth running of computer networks and telecommunications systems; ensuring that users get maximum benefits from them; ensuring that adequate procedural documentation exists including security procedures.
- Responsible of the operating IT budgets, its management and the maintaining of the ICT equipment inventory.

COMPETENCIES (Core / Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Building partnerships (M)
Driving and managing change (M)
Leading and empowering others (M)
Making quality decisions (M)
Managing performance (M)
Professionalism (C)
Strategic thinking (M)

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 closely related fields.

Work Experience

- Minimum 10 years of progressively responsible relevant professional experience in the field of management, finance and administration or related areas, acquired at national and international level.
- Experience in strategic planning, change management and leading teams.
- Experience in ensuring compliance with rules & regulations and administrative processes.
- Experience in the financial and administrative management of extra budgetary projects.
- Experience in budgeting, contracting, and monitoring.

Skills/Competencies

- Commitment and knowledge of the Organization's mandate, vision, strategic direction and priorities.
- Demonstrated capacity to analyze operations, identify risks and opportunities, propose mitigation measures and to establish adequate monitoring framework in line with the Institute's implementation capacity.
- Ability to provide quality and timely support and services.
- Ability to take initiative and seek innovative ways to improve results.
- Ability to coordinate and monitor own work plan and those under his/her supervision.
- 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.
- Good IT skills, Knowledge of ERP and financial, human resources or administrative management tools.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Professionally recognised Accountancy Certification
- Other degrees or short to medium-term training in disciplines relevant to the post.

Work experience

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

Languages

- Knowledge of other official UNESCO languages (Arabic, Chinese, Russian or Spanish).

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 USD 126,476.

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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