

EXECUTIVE OFFICER

Post Number : OPS 003

Grade : P-4

Parent Sector : Division of Operations (OPS)

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) : 20-MAR-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the ADG/ADM and the direct supervision of the Director of the Operations Division, the incumbent contributes to the economic use, conservation and safeguarding of UNESCO's different types of property including insurance, to management and optimization of income generating activities, the coordination of ADM/OPS Sections including oversight of all general support services at UNESCO Headquarters in Paris. In addition, the incumbent also acts as the secretary of the Headquarters Committee (HQC).

As such, the incumbent will in particular be responsible for the following:

- Participates in the Operations Division's strategy development, planning and review meetings to identify staffing and administrative operational requirements. Ensure the budgetary management of the annual workplans of the Division and of the special accounts, centralize and co-ordinate all the related documentation and information.
- Contributes to the development of global policies, procedures, new approaches in the area of Travel & Transportation, Property management and general outsourced support services (catering, cleaning, gardening, property insurance, etc...). Ensures close oversight and provides the necessary technical guidance and support to various Sectors/Bureau/Divisions/Field Offices on the implementation of above policies and procedures.
- Develop training plans based on need analysis. Arranges and implements training activities, monitors implementation within approved allocation.
- Provides support to DIR/OPS and ADM managers with respect to the general administration of the income generating activities and the overall supervision and monitoring of the special funds under ADM responsibility, especially the Headquarters Utilization Fund & the Special Accounts for Renovation of Headquarters.
- Reviews and analyses financial data with respect to the finalization of cost estimates and budget proposals for income generating activities, in terms of staff and non-staff requirements from Division/Bureaux within ADM and assists DIR/OPS and other managers in securing approval at the relevant levels of authority.
- Acts as the secretary of the Headquarters Committee by assisting the HQC Chairperson in organization of the HQC works, coordinating the preparation of HQC documents and tracking the implementation of HQC recommendations and decisions.

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)

Driving and managing change (M)

Building partnerships (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

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, Economics, or closely related discipline.

Work Experience

- Minimum of 7 years of progressively responsible relevant professional experience in management, finance and administration or related field areas of which preferably 3 years at international level.
- Extensive experience in project management.
- Experience in leading, managing and motivating staff and teams in a multicultural environment.

Skills & Competencies

- Strong analytical, problem solving, organizational and coordination skills.
- Ability to express clearly and concisely, ideas and concepts in written and oral form.
- Ability to plan, manage and monitor the effective use and safekeeping of fixed assets and financial resources.
- Ability to provide policy advice and assistance to decision makers.
- Excellent interpersonal and communication skills.
- Capacity to diagnose and resolve multiple and concurrent problems; a conceptual and strategic analytical capacity to understand the sometimes competing requirements of cross-cutting operations activities.
- Result-focused, ability to make timely decisions on day-to-day operational matters.
- Demonstrated capacity to interpret strategy into priorities and actions.
- Sense of diplomacy, tact and discretion.

Languages

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

DESIRABLE QUALIFICATIONS

Work Experience

- Professional experience in the United Nations System or another international organization in the field of public administration

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/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 117,690 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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