

FINANCE AND ADMINISTRATIVE OFFICER

Post Number : CI 018

Grade : P-3

Parent Sector : Communication and Information Sector (CI)

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) : 15-MAR-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Communication and Information Sector's mission is to promote freedom of expression, media development and media literate societies, and to build knowledge societies through fostering universal access to information, innovation for sustainable development and the preservation of documentary heritage. (The role of this vacant position does not include responsibility for UNESCO's wider external communications, which is managed by the Division for Communications and Public Engagement.)

Under the overall authority of the Assistant Director-General for Communication and Information (ADG/CI) and a functional reporting line to the Assistant Director-General for Administration and Management (ADG/ADM), the Finance and Administrative Officer reports to the Assistant Director-General for Communication and Information (ADG/CI) in managing the Finance and Operations of the whole sector, and manages the Administrative Unit.

His/her mission is to facilitate the execution of activities/programmes and operations of the CI Sector, with full respect of UNESCO rules and procedures in the field of Finance, Budget, Human Resources and Office Management. The Finance and Administrative Officer manages a team of support staff and provides expertise, guidance and problem solving on all cases in its fields of competence. He/she keeps full coordination with central services and keeps ADG/ADM well informed.

General Accountabilities

- Advise and support ADG/CI and CI Management, including Chief CI/EO and CI Directors, on the overall management and administration of the Sector on strategic planning of the programme, administration, budget, financial and human resources matters.
- Ensure compliance with UNESCO policies, rules, regulations and procedures in terms of budget, financial and human resources,
- Provide regular and ad hoc budget, financial and human resources information to Senior Management of the Sector to support informed decision-making.
- Participate, through user feedbacks, in the development of budget, financial and human resources policies and procedures.
- Draft correspondence and internal procedural directives relating to budgetary, financial, human resources and administration matters.
- Maintain proper inventory, filing and recording systems.
- Ensure that the assets of the Sector are safeguarded at all times.
- Direct the Finance and Administrative Unit of the Sector and the Finance and Administrative staff and supervise staff as required.

Budget Accountabilities

- Advise ADG/CI and CI Managers and initiate the conception of the outline of the budget of the Sector and plan, prepare, coordinate and consolidate the budget preparation in close collaboration with BSP (C/4, C/5, extra budgetary programme and work plans), the Executive Office and provide all relevant information required.
- Assist and advise ADG/CI and Managers in budget execution and monitoring for Regular Budget and extra-budgetary resources in close collaboration with BSP and BFM: administer day to day budgetary issues within the Sector, ensure the appropriate budgetary control, validate and process requests made to BFM for allotments and funds transfers, and provide relevant information requested.
- Ensure, in close collaboration with BSP and BFM, that the budget data is adequately and timely entered in the appropriate management Systems for the Sector concerned, and that budgetary transactions are in compliance with regulations, rules, policies and procedures.
- Ensure, when necessary, the appropriate communication/training to CI managers on budgetary principles, methodologies, rules and procedures.
- May suggest to BSP and BFM new budgetary procedures and systems having regards to specific requirements of the office, when appropriate, and ensure their implementation when they have been approved.

Financial Accountabilities

- In line with the Organizations' policy, direct the establishment and implementation of adequate internal controls to ensure the integrity of financial transactions.
- Ensure the Sector's financial resources are fully and properly accounted for and that internal control systems are adequate and functioning.
- Monitor and advise ADG/CI and Management on the financial status of projects and programmes (including funds confirmed but not yet available for expenditure; funds available for expenditure and funds already spent).
- Act as Certifying Officer ensuring that financial transactions are in compliance with regulations, rules, policies and procedures.
- In line with the Organization's policies and procedures, set up proper accounting procedures and systems and internal controls having regard to specific requirements of the Sector.
- Propose changes in accounting procedures and systems, when appropriate, and implement them once approved by central services.

Human Resources Accountabilities

- Develop an on-going plan for human resources development for the office staff, with particular emphasis on training in all fields of relevance to the Finance & Administration Unit in close collaboration with relevant central services.
- Assist and advise ADG/CI and CI management on staff related matters in close collaboration with HRM; such as 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.
- Maintain an up-to-date organizational chart of the Sector and lists of temporary personnel/consultants and volunteers.
- Provide explanations to staff on their rights and duties and on related administrative steps and procedures, and assist them in matters involving personnel management problems.
- Administer day to day HR issues within the Sector and ensure appropriate and timely follow-up with HRM sections.

- Implement UNESCO management information systems in the office and provide training on these systems to staff as required.

Logistics Accountabilities

- Supervise the maintenance, upkeep and operation of the technical facilities and installations, keeping risks to a minimum.
- Ensure an efficient, healthy and safe working environment; effective focal area network, individual workstations and photocopying machines, communication facilities; etc.
- Ensure procurement of equipment and supplies according to the specifications and terms of contracts and train staff in the procurement procedures.

Additional activities that may be required to ensure the success of the work team, as well as representing the Sector at meetings relating to finance, budget, HR and administrative issues.

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 related discipline.

Work Experience

- A minimum of 4 years of relevant professional experience in management, finance and administration or related area, of which preferably 2 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.
- Knowledge and understanding of institutional UNESCO mandates.
- Ability to coordinate and monitor own work plan and those under his/her supervision.
- Ability to provide quality and timely support and services.
- Ability to work in a multicultural environment and to establish good working relationships with external and internal partners.
- 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.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Professionally recognized Accountancy Certification.

Work Experience

- Experience in international organisations or United Nations agencies.
- Experience working in the field.

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.

Languages

- Knowledge of other official languages 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 95 989 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.