

## FINANCE & ADMINISTRATIVE OFFICER

Post Number : 6CDADM0005RP

Grade : P-1 / P-2

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Kinshasa

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years, renewable with possibility of extension

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 05-MAY-2023

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

The Finance and Administrative Officer is responsible for providing a range of administrative management support activities to the UNESCO Field Office in Kinshasa. S/he reports directly to the Head of the Office with a functional reporting line to ADG/ADM. On matters of financial internal control, s/he receives a delegated authority from the Chief Finance Officer as certifying officer. The incumbent will receive policy guidance/ instructions from the Bureau of Financial Management (BFM), Human Resources Management (HRM), Bureau of Strategic Planning (BSP) and Programme Sector ADGs on their respective areas of responsibilities. S/he will be assisted in the discharge of his/her duties by the Administrative Support Section (ADM/ADS). In the Field Office, s/he advises and supports the Head of Office or the designate on administration, budget, financial, human resources management, premises-related and security matters within the Office.

#### **General, Finance and Budget**

- Advise and support the Head of the UNESCO Office or the designate on administration, budget preparation, financial, human resources, premises-related and security matters within the Office.
- Ensure compliance with UNESCO policies, rules, regulations and procedures in terms of financial and human resources, as well as with provisions of Host Country Agreement.
- Maintain proper inventory, filing and recording systems.
- Ensure that the assets of the organization are safeguarded at all times, ensure supervision and insurance of premises, equipment, furniture and vehicles and its maintenance.
- Represent the Office in the Organizational Management Team (OMT) set by the UN Country Team (UNCT) to advise on administration, budget, financial, human resources (HR), premises-related and security matters.
- Monitor execution of Regular Budget and extra-budgetary resources and ensure appropriate budgetary control.
- Ensure that managers within the Office are aware of budgetary principles, methodologies, rules and procedures and facilitate their training when required.
- Liaise with BFM on all budgetary issues relating to harmonization and alignment within the UN system, seeking clearance on those which may affect UNESCO's current rules and procedures.
- Liaise with the Office's host country authorities on logistical matters and contributions to operations as per Host Country Agreement.

- Assist and advise the Head of Office or the designate in the negotiation of lease agreements as applicable.
- Ensure the Office's financial resources and expenditures are fully and properly accounted for and that internal control systems are adequate and functioning.
- 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 internal control systems.
- Ensure efficient local banking arrangements and compliance with local financial and banking regulations and UNESCO policy.
- Ensure procurement of equipment and supplies are in line with rules and procedures, Office staff awareness of procedures and deliverables in conformity with the specifications/terms of contracts.

### **Human Resources Management**

- Advise the Head of Office or the designate on Staff related matters.
- Provide explanations to staff on their rights and duties, related administrative steps and procedures, and assist them in matters involving personnel management problems.
- Administer day to day HR issues within the Office and ensure appropriate and timely follow-up with the relevant Programme Sectors, BFM and with HRM.
- Liaise with HRM on all issues relating to local UN harmonization and alignment of human resources management, seeking clearance on those which may affect UNESCO's current rules and procedures.

### **Safety and Security**

- Assist the Head of Office or designate in ensuring compliance with prevailing UN Common security policies, procedures and standards.
- Act as the Office's Focal Point for the safety and security of the UNESCO personnel and consultants and the UNESCO premises in the Office's host country.
- Collaborate with the Designated Official for Security and with the UNDSS Chief Security Advisor on all securityrelated 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 closely related field(s). A first-level university degree in the afore mentioned fields, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### ***Work Experience***

- Minimum 2 years of relevant professional experience in administration, finance, accounting or related areas.
- At least 1 year of experience acquired at the international level.

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

- Ability to identify issues and formulate options/recommendations on administrative and finance matters.
- Knowledge and understanding of institutional UNESCO mandates in the region.
- Ability to coordinate and monitor own work plan and those under his/her supervision.
- Ability to solve routine and non-routine issues in the field of Human Resources, finance and budget.
- 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.

### ***Languages***

- Excellent knowledge (oral and written) of French and fair knowledge of English.

## **DESIRABLE QUALIFICATIONS**

### ***Education***

- Professionally recognized Accountancy Certification

### ***Work Experience***

- Experience in international organisations or United Nations agencies.
- Experience working in the field.
- Experience in the use of SAP.
- Experience in supervising and leading teams

### ***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 another UNESCO official language (Arabic, Chinese, Spanish and Russian).

### **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 starting annual salary for this position is USD 78,483.

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*