

## HEAD OF UNIT (BUDGET AND FINANCE)

Post Number : 1ITSC 0893TP

Grade : P-3

Parent Sector : Natural Sciences Sector (SC)

Duty Station: Trieste

Job Family: Natural Sciences

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 11-AUG-2023

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers.

Under the direct supervision of the Senior Operations Officer, the incumbent ensures that financial rules and regulations are observed. S/he will supervise the staff in the Unit responsible for financial and budget management. Essential responsibilities include:

#### Financial Management, Accounting and Budget Management

- Ensure that financial rules and regulations and the International Public Sector Accounting Standards (IPSAS) are applied;
- Prepare the annual Financial Statement in consultation with UNESCO Bureau of Financial Management (BFM);
- Provide advice to ICTP stakeholders on accounting and budgets matter;
- Ensure accurate and timely financial reporting within the established UNESCO frameworks.

#### Contributions Management

- Ensure that contributions from members of the tri-partite agreement between the International Atomic Energy Agency (IAEA), UNESCO and the Italian Government are received and registered, ensure follow-up with the parties of agreement;
- Supervise processing and review of all voluntary contributions, review all draft donation letters and agreements, provide advice on non-standard agreements;
- Monitor the progress of programmes and projects, which received voluntary contributions and ensure appropriate that reporting;
- Manage and review donor reporting in collaboration with the project lead.

#### Audit Matters

- Collaborate with External Auditors during the annual financial audit and internal auditors and follow up on recommendations.

## Unit Supervision

- Lead a specialized team responsible for several areas of financial management, establishing work objectives, performance standards, monitoring performance and ensuring the high level of service delivery.
- Create an enabling and motivating working environment;
- Ensure the smooth work of the unit, providing guidance and training to team members colleagues and identify developmental opportunities.

## **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 degree or equivalent) in Finance, Economics, Business Administration or a related field.

### **WORK EXPERIENCE**

- A minimum of 4 years of relevant professional experience in accounting, finance, budget, business administration or related area, of which preferably 2 years acquired at international level;
- Experience in ensuring compliance with the financial regulations and IPSAS;
- Demonstrated professional experience in multiple specialized financial areas and internal control operations;
- Experience in managing and supervising teams, dealing with auditors in the field of Finance, Budget and Accounting;
- Experience with budget and accounting modules of Enterprise Resource Planning (ERP) and finance systems such as ORACLE or SAP.

### **SKILLS/COMPETENCIES**

- Ability to collaborate effectively within a multicultural environment with sensitivity and respect for diversity;
- Excellent analytical skills. Ability to collect, synthesize and analyse information from various sources;
- Ability to communicate effectively on complex finance and budgetary matters in English.

## LANGUAGES

- Excellent knowledge (spoken and written) of English.

## DESIRABLE QUALIFICATIONS

### WORK EXPERIENCE

- Relevant professional experience acquired at international level
- Experience in a scientific organization or educational institution
- Experience to draft and finalize IPSAS compliant Financial Statements and collaborate with Auditors

## LANGUAGES

- Knowledge of Italian.
- Knowledge of another official UNESCO language (Arabic, Chinese, French, Russian, 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.

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.*