

## HEAD OF UNIT - RISK, COMPLIANCE AND POLICY

Post Number : ADM 034

Grade : P-4

Parent Sector : Sector For Administration and Management (ADM)

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) : 30-APR-2023

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall responsibility of the Assistant Director General for Administration and Management (ADG/ADM) and the direct supervision of the Executive Officer of the Sector for Administration and Management, the incumbent is responsible for the overall organization of the Unit and its operations, and more specifically the organization and implementation of a house-wide Risk Management Policy, the organization of the work of the secretariat of the Contracts Committee and the monitoring of the Administrative Manual.

More particularly the incumbent will:

- Contribute to organizing and strengthening the UNESCO Risk Management Policy, within the overall framework of the Organizational Resilience Management System (ORMS).
- Coordinate and implement a UNESCO wide plan to integrate the different elements of a Risk based compliance and monitoring framework.
- Ensure guidance and capacity building, global and specific policy drafting, coordination and analysis of specific or global, institutional and specific risk registers, training and technical assistance.
- Contribute to strengthening the internal control framework of the Organization through policy development, guidance and training.
- Organize the work of the Contracts Committee secretariat. The incumbent will elaborate policies and guidelines enabling an optimal functioning of the Contracts Committee. He/she will coordinate the daily operations of the secretariat, review and update procedures.
- Monitor the UNESCO Administrative Manual and insure that the Administrative Manual is updated to reflect valid and accurate policies, using up-to-date tools and technologies making it available and user-friendly for all UNESCO users.

### 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 in management, business administration, finance or closely related field(s).

### ***Work Experience***

- Minimum 7 years of relevant professional experience in implementing risk management and internal control frameworks at increasing levels of seniority of which preferably 3 should be an international level.
- Experience in advising on implementing policies and procedures to deliver a range of complex services in national and/or international public or corporate organizations.
- Experience in leading and managing teams in a multicultural environment.

### ***Skills/Competencies***

- Good knowledge of UNESCO policies, rules, regulations and procedures governing administration.
- Ability to define work goals and attain them.
- Strong analytical skills with capacity to innovate/create.
- Excellent drafting and oral communication skills, with the ability to facilitate workshops, in English or French.
- Strong inter-personal skills and ability to, motivate teams.
- Demonstrated behavioral flexibility to adapt to various circumstances.
- Client oriented with ability to identify client needs and suggest appropriate solutions.
- Excellent IT skills.

### ***Languages***

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

## **DESIRABLE QUALIFICATIONS**

### ***Education***

- Professional certification in Risk Management.

### ***Skills/Competencies***

- Excellent ability to coordinate across multiple units and organizations.
- Knowledge of work routines and methods at UNESCO Headquarters and in Field Offices.

### ***Languages***

- Knowledge of any other official language would be an asset.

## **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 103.152 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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