

# FINANCE AND ADMINISTRATIVE OFFICER

Post Number : 6CGADM0005RP

Grade : P-1 / P-2

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Brazzaville

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 09-SEP-2024

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 services to the UNESCO National Office in Brazzaville, in the areas of general administration, budget, financial, human resources, logistics, premises-related and security matters within the National Office.

He/She reports directly to the Head of Office with a functional reporting line to the ADG/ADM (or his/her representative in the Regional Office - Senior Operations Officer, if applicable). He/She will receive policy guidance/ instructions from the Bureau of Financial Management, Human Resources Management, Division of Operations, Security and Safety Section, and Programme Sector ADGs on their respective areas of responsibilities. He/She will be assisted in the discharge of his/her duties by the Administrative Support Section.

On matters of financial internal control he/she receives a delegated authority from the Chief Finance Officer as certifying officer.

Specifically, the incumbent shall be responsible for the following:

### General Administration

- Assist the Head of the Office in the decision-making related to administrative matters, by providing regular information, updates, analysis, findings of reviews and guidance related to budget, financial, human resources, logistics, premises related and security matters, within the National Office.
- Analyse operational requirements and practices of the National Office and make recommendations to assist the Head of Office and the programme specialists in finding responsive and effective solutions with a view to benefit programme implementation.
- Supervise the work of the Administrative Unit staff providing operational guidance, support and oversight for the execution of work.
- Participate in the OMT to keep abreast of administrative matters, including budget, financial, logistics, human resources, premises-related and security matters in the duty station.

### Finance & Budget

- Assist the Head of the Office in budget preparation (C/5 documents and related work plans, voluntary contributions and related project documents), monitoring and reporting.
- Approve/ certify disbursements up to an authorized level.
- Ensure that the Office's financial resources and expenditures are fully and properly accounted for and that internal control systems are adequately implemented.
- Brief and provide guidance to staff within the office on the application of routine finance rules, regulations and procedures.

## **Human Resources**

- Assist in processing personnel actions in accordance with UNESCO Rules and Regulations. Analyze and evaluate individual cases and make recommendations for action.
- Administer day to day HR issues within the Office and ensure appropriate and timely follow up.
- Interpret and apply the organization's human resources policies, rules and related provisions.
- Respond to routine queries of staff on their rights and duties and on related administrative steps and procedures.

## **Procurement, Logistics and Security**

- Monitor the maintenance, upkeep and operation of the technical facilities and installations, keeping risks to a minimum.
- In line with rules and procedures, assist in procurement planning for contract actions; ensure follow-up action to contract award and that the deliverables are in conformity with the specifications and terms of contracts.
- Coordinate the good maintenance of inventory, filing and recording systems.
- Maintain contact with the Office's host country authorities on logistical matters and contributions to operations as per the Host Country Agreement.
- As applicable, assist the Head of the Office or the designate in the negotiation of lease agreements.
- Act as the Office's focal point for safety and security of UNESCO personnel and the UNESCO premises in the host country.
- Assist the Head of Office in ensuring compliance with prevailing UN Common security policies, procedures and standards, and in follow up of UNDSS recommendations.

## **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.
- A first-level university degree in combination with two additional years of qualifying experience in administration and finance may be accepted in lieu of the advanced university degree.

### ***Work Experience***

- Minimum two years of progressively responsible relevant experience in management, finance and administration or related area of which preferably one (1) year acquired at the international level.
- Experience in identifying solutions and making recommendations within the framework of internal guidelines and procedures.
- Experience in ensuring compliance with rules & regulations and administrative processes and providing advice to others.

### ***Skills and Competencies***

- Knowledge and understanding of institutional UNESCO mandates in the country.
- 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 lead, manage and motivate staff and teams.
- 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.
- Ability to analyze operations and find responsive and effective solutions to benefit programme implementation.
- Ability to effectively contribute to UN working groups and teams, including participation in the Business Operation Strategy (UN BOS).

### ***Languages***

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

## **DESIRABLE QUALIFICATIONS**

### ***Work Experience***

- Experience working in UN or international organizations.
- Experience in leading teams.
- Experience in financial and administrative management of projects financed by voluntary contributions.

### ***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 61 229 USD.

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.*