

# FINANCE & ADMINISTRATIVE OFFICER

Post Number : 3JMADM0006RP

Grade : P-3

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Kingston

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) : 11-JAN-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 management support activities to the UNESCO Office in Kingston. He/She reports directly to the Director of Office with a functional reporting line to the ADG/ADM. On matters of financial internal control, he/she receives a delegated authority from the Chief Finance Officer as certifying officer. He/She will receive policy guidance/ instructions from Bureau of Financial Management, Human Resources Management, Bureau of Strategic Planning 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.

### **General Accountabilities**

- Advise and support the Director of the UNESCO office in Kingston on all administration, budget, financial, human resources, premises-related and security matters.
- 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 UNESCO office in Kingston and its Antennas 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.
- Liaise with the host country authorities on logistical matters and contributions to operations as per Host Country Agreement.
- Assist and advise the Director of the UNESCO office in Kingston in the negotiation of lease agreements as applicable.

### **Financial and Budgetary Accountabilities**

- Advise the Director of the UNESCO office in Kingston in budget preparation.
- Monitor execution of Regular Budget and extra-budgetary resources and ensure appropriate budgetary control.
- Ensure that managers within the UNESCO office in Kingston and its Antennas are aware of budgetary principles, methodologies, rules and procedures and facilitate their training when required.

- Liaise with UNESCO's central services on budgetary issues relating to harmonization and alignment within the UN system, seeking clearance on those which may affect UNESCO's current rules and procedures.
- Ensure the UNESCO office in Kingston and Antennas' 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.

### **Human Resources Management**

- Advise the Director of the UNESCO office in Kingston 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 UNESCO office in Kingston and its Antennas and ensure appropriate and timely follow-up with the relevant Programme Sectors and central services.
- 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 Director of the UNESCO office in Kingston in ensuring compliance with prevailing UN Common security policies, procedures and standards.
- Act as the UNESCO office in Kingston's Focal Point for the safety and security of the UNESCO personnel and the UNESCO premises in the host country.
- Collaborate with the Designated Official for Security and with the UNDSS Chief Security Advisor on all security related 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).

### ***Work Experience***

- Minimum 4 years of relevant professional experience in administration, finance, accounting or related areas, of which preferably at least 2 year at the international level.

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

- Demonstrated analytical and organizational skills, ability to identify issues and formulate options/recommendations.
- Knowledge and understanding of institutional UNESCO mandates in the region.
- Experience in supervising and leading teams
- Ability to communicate effectively, persuasively and use tact and diplomacy.
- 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 English and a basic knowledge of French.

## **DESIRABLE QUALIFICATIONS**

### ***Education***

- Professionally recognized accountancy qualification.

### ***Work Experience***

- Experience in international organizations or United Nations agencies.
- Experience working in the field.
- Experience in the use of SAP.

### ***Languages***

- Knowledge of another UNESCO official language (French, Arabic, Chinese, and 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 starting annual salary for this position is USD xx,xxx.

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.*