

GRANTS MANAGEMENT OFFICER

Post Number : BSP 834
Grade : P-3
Parent Sector : Bureau of Strategic Planning (BSP)
Duty Station: Paris
Job Family: Programme Coordination
Type of contract : Fixed Term
Duration of contract : 2 years, renewable
Recruitment open to : Internal and external candidates
Application Deadline (Midnight Paris Time) : 20-JAN-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

UNESCO's Bureau of Strategic Planning (BSP) drives the Organization's strategic planning and reporting, resource alignment, and programme coherence while building robust partnerships to support its mission. BSP develops UNESCO's Medium-Term Strategy and Biennial Programme, ensuring alignment with global priorities and the Sustainable Development Goals (SDGs). In addition, BSP coordinates corporate partnerships, oversees the mobilization of voluntary resources, and manages grant agreements. It also promotes results-based management, oversees programme monitoring, and supports capacity building, ensuring that UNESCO's initiatives are both effective and responsive to global needs.

Under the overall authority of the Director of the Bureau of Strategic Planning (DIR/BSP), the authority of the Director of the Partnerships Division (DIR/BSP/DPA), the Chief of the Grants and Resource Management Section (BSP/DPA/GRM), and the direct supervision of the Head of the Agreement Management Unit, the incumbent will be responsible for leading donor financial reporting, monitoring of project implementation and closure, ensuring the proper recording of funding agreements, and the development of grant policies and procedures pertaining to these areas.

Within this context, specific duties of the incumbent will include:

Donor Reporting:

- Being responsible for preparing donor financial reports for accounts/projects funded by voluntary contributions, including complex ones such as those funded by the European Union.
- Verifying compliance of the financial reporting formats with the signed agreements; validating the content of each individual financial report prepared by Grants Assistants.
- Providing any additional information/explanation to donors upon request.
- Supporting the Head of Unit in the preparation of donor review meetings.
- Providing advice and guidance to sectors and field offices on all aspects relating to donor financial reporting.
- Maintaining proper records of the database of financial reports issued.

Project Monitoring:

- Being responsible for the monitoring of projects and ensuring regular communication with different stakeholders and providing advice and guidance to ensure timely implementation and closure of projects.
- Keeping proper records on action taken and feedback received in close consultation with the direct supervisor.
- Advising BSP's senior management on remaining funds emanating from closed projects.

Recording of signed agreement:

- Ensuring that signed agreements are recorded in the appropriate tool (SAP) in a timely manner in line with the date of closure of the monthly/annual accounts.
- Ensuring that payment schedules are accurately entered, followed and updated on a regular basis.

Policies and procedures:

- Contributing to updating and revising grant management policies and procedures and improvements to existing IT tools.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

Planning and organizing (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in accounting, finance, economics, business administration or a closely related discipline(s).

Work Experience

- At least four (4) years of relevant professional experience in the area of accounting, finance or closely related fields, of which preferably two (2) years acquired at international level.
- Demonstrated experience in grants management, partnerships, financial reporting, especially in relation to reporting to various stakeholders.

Skills/Competencies

- Excellent understanding of grants management processes, especially on donor financial reporting.
- Excellent interpersonal skills, including the ability to maintain effective partnerships and participate in negotiations with various stakeholders.
- Excellent drafting skills and proven ability to produce high quality and analytical financial reports.

- Excellent problem-solving skills.
- Ability to work in a team and to maintain effective working relationships in a multi-cultural environment.

Languages

- Excellent knowledge of English or French and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Skills/Competencies

- Knowledge of ERP Systems and reporting tools.
- Good understanding of the United Nations system funding structure.

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 101 760 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.

Please note that UNESCO is a non-smoking Organization.