

HEAD OF UNIT/ EXECUTIVE OFFICER

Post Number : CLD 351

Grade : P-4

Parent Sector : Division for Conferences, Languages and Documents (CLD)

Duty Station: Paris

Job Family: General Administrative Support

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 01- SEP-2024

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall delegated authority and direct supervision of the Director of the Division of Conferences, Languages and Documents (CLD), the Executive officer will provide strategic advice and support on the wide range of activities of the Division. In this dual role, act as Chief of the Support Unit, to lead the operations and be responsible for the coordination and delivery of administrative, human resources, financial and logistical support to the sections and Units that make up the Division. Thereby ensuring and facilitating/enabling the delivery of the Division's programs including the optimization of income generating activities. The incumbent is the focal point for transversal and cross-cutting matters both within the Division and with other entities across and outside UNESCO, specifically external partners such as member states, UN agencies or the private sector or internal stakeholders. The incumbent provides communication support to the work of CLD ensuring that communications and reports are focused and enabling well informed decision making by the Director:

- Proactively participate in the strategy development, planning and implementation of CLD program. Monitor and coordinate the preparation of the Division's Regular Budget and Revenue generating activities funds work planning submissions/documents, key performance indicators, risk assessments and program reports and monitor the effective utilization of financial and human resources of the Division. Monitor and ensure the financial stability of the income generating accounts of the division and make recommendations for accurate programmatic and budgetary adjustments.
- Provide strategic advice and support to a wide range of issues of CLD activities to the Director. Direct and coordinate the provision of administrative/human resources/financial support required by the sections and units that make up the Division in line with the Division's budgetary framework, ensuring compatibility with work priorities and objectives, coherence and quality; and that all actions are in conformity with UNESCO rules, regulations, procedures and practices. Provide substantive input towards the development and implementation of the Division's goals, objectives, policies and priorities.
- Monitor the provision of administrative/human resources/financial support for the Division in line with the Division's budgetary framework, ensuring compatibility with work priorities and objectives.

- Provide leadership and direction to the unit to ensure effective and efficient delivery of support services to enable the implementation of CLD's program. Provide coaching and developing staff competencies of the unit.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures and workflows within the Support Unit and across the sections and Units of the Division and contribute to the development of organizational policies, processes, procedures, reporting systems and change management activities.

- Review and establish processes within the Division and introduce and/or recommend improvements, train and rollout new tools to ensure the support needs as and when appropriate.
- Support the Division resilience management in assisting the Director in the implementation of the risk management, business continuity, audit recommendations.
- Ensure communication about the work of the Division, in collaboration with the sections and units through the appropriate media: website, reports, etc.

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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

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

Professional experience

- A minimum of seven (7) years of relevant professional experience in program monitoring, finance, management or a relevant field, of which preferably 3 years acquired at international level.
- Proven experience as executive officer or lead operations manager.
- Proven experience in project management with various professions and in managing material, human and financial resources, and solid background in strategic, operational and financial management preferably in an international organization.

Skill requirements

- Demonstrated strong organizational skills with ability to establish plans and priorities and effectively coordinate them and ensure the follow up;
- Sound capacity to make proper judgement on sensitive issues and to escalate them for decision;
- Demonstrated client-oriented approach, with experience of developing or improving procedures and implement adequate tools;
- Demonstrated ability to establish and maintain partnerships and to ensure a high-level coordination and cooperation with internal and external stakeholders;
- Proven ability to manage multicultural teams, to introduce and manage change;
- Strong interpersonal and communication skills;
- IT literacy or capacity of overseeing the application of IT to the improvement of business processes.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Certificate in finance, accounting, project management or Business process reengineering would be an asset.

Work experience

- Experience working in the United Nations System or a comparable international organization.

Languages

- Knowledge of any other official United Nations languages (Spanish, Arabic, Chinese, or Russian).

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 125 036 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.