

GENERAL MANAGER (UNESCO STAFF SAVINGS AND LOAN SERVICE/USLS)

OVERVIEW

Post Number : FIN 977

Grade : P-5

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris

Classification of duty station : [[filter12]]

Standard Duration of Assignment: [[filter13]]

Job Family: Finances

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 30-SEP-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director Finance and in conformity with the guidelines and instructions of the Board of Management of UNESCO Staff Savings and Loan Service (USLS), the General Manager will be in charge of the general management of USLS. The objective of the USLS is to provide the possibility for its members on a mutualist basis to invest their savings and to borrow money for suitable purposes.

In particular, the General Manager will:

- Ensure the efficient management of the USLS Secretariat, including the recruitment, supervision and career development of its staff. Develop and maintain adequate communications and contact with members and co-operation with all internal services of UNESCO involved in the work of USLS. Ensure that proper internal control systems are in place and constantly up to date to comply with the rules and regulations and policies of USLS.

Long Description

- Ensure the efficient management of the USLS funds in accordance with its Investment Policy to maximize the financial returns on funds entrusted to the USLS without jeopardizing the security of investment.
- Ensure the efficient management and communication of loan and saving services to USLS members. Implement relevant policies decided by the USLS Board of Management and propose changes in accordance with evolving needs of USLS members.

- Ensure the timely preparation of financial statements in compliance with International Public Sector Accounting Standards (IPSAS). Manage the relation with the External Auditor and follow up with the implementation of audit recommendations with guidance from the USLS Board of Management.

Long Description

- Ensure the selection of USLS' service providers in accordance with UNESCO policies.
- Act as Secretary of the USLS Board of Management and attend, the meetings of the Credit Committee and the Supervisory Committee and all subsidiary organs established by the USLS Board of Management. Ensure the implementation of the USLS Board of Management's decisions and report to the Board on the functioning of the USLS Secretariat alerting it to any internal or external occurrence that might affect the USLS in any way. Advise the USLS Board of Management on general management with a view to improving the performance of the USLS and ensuring its management in a controlled environment. Ensure the organization of General Assemblies and elections.

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)

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

REQUIRED QUALIFICATIONS

Education

- Advanced University degree (Master's degree or equivalent) in Finance, Banking, Business Administration, Accounting, Economics or other relevant fields.
- A professionally recognized Accountancy qualification (such as CA, CPA, ACCA).

Work Experience

- Minimum ten (10) years of progressively responsible relevant professional experience in international finance, banking or treasury of which five (5) years acquired at international level.
- Professional experience in investment management.
- Experience in International Public Sector Accounting Standards or International Financial Reporting Standards and in the production of financial statements.

Long Description

Skills and Competencies

- Solid knowledge of asset management.
- Extensive knowledge of International Accounting Standards
- Demonstrated managerial and organizational skills
- Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities
- Excellent interpersonal skills, ability to lead, manage and motivate staff and teams in a multicultural environment with sensitivity and respect for diversity
- Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations on key issues by clearly formulating positions on issues, articulating options concisely, conveying the maximum necessary information, making and defending recommendations.
- Ability to synthesize complex finance issues for an audience not necessary expert in the topic.
- Excellent IT skills. Familiarity with application software used for financial management.
- Leadership capacity, high sense of objectivity and professional integrity, diplomacy and tact.
- Proven skills in administration and the management of financial and human resources.
- Sound judgment and decision-making skills, in-depth analysis of risks.
- Strong analytical capability with ability to look for weaknesses in processes and to propose improvements.
- Ability to develop innovative approaches for savings and loans in an increasingly complex environment

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Chartered Financial Analyst certification

Work Experience

- Relevant experience in the United Nations System
- Experience in supervising and managing staff

Skills and Competencies

- Knowledge of International Public Sector Accounting Standards

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian 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 149 946 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 an 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.