

# SENIOR FINANCE AND ADMINISTRATIVE OFFICER 1

Post Number : 5IQBFM0005RP

Grade : P-4

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Baghdad

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) : 23-NOV-2020

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

***For external applicants : the duration of the contract is two (2) years, with the possibility of an extension for maximum one (1) year, and no further possibility of renewal.***

***For internal applicants: this is a temporary assignment for two (2) years, with the possibility of extension for maximum one (1) year, and reintegration on a post at his/her previous grade at the end of the assignment.***

## OVERVIEW OF THE FUNCTIONS OF THE POST

The Senior Finance and Administrative Officer is responsible for providing a range of administrative management support activities to the UNESCO Iraq Office. The incumbent reports directly to the Director of Office with overall guidance from the Bureau of Financial Management. On matters of financial internal control in their capacity as certifying officer, the incumbent will have a functional reporting line to the Chief Financial Officer. The incumbent will receive policy guidance/instructions from relevant sectors within UNESCO on the areas of Financial Management, Human Resources Management, Security and Office Administration. In the Field Office, the incumbent advises and supports the Director of Office or the designate on finance and administration, operations, budget, human resources management, premises-related and security matters within the Office.

The incumbent will, in particular:

### **Budget preparation and implementation monitoring**

- Advise the Director concerning the preparation, execution and monitoring of Iraq programmes/projects and budgets in developing and implementing the proper administrative and financial framework, advise the programme specialists of the office in preparation of the office budgets.
- Coordinate preparation of estimates for revenues and expenses, conduct programme/projects and resources analysis to ensure that human and financial resources are aligned with strategic and programme/project priorities, develop tools to facilitate the analysis of budget scenarios and support management decision-making.
- In support to programme managers, ensure adequate monitoring on the overall performance and implementation of programmes/projects and budgets through development of regular reports and project reviews.

### **Financial management, Procurement and accounting**

- Ensure the Office's financial resources and expenditures are fully and properly accounted for and that internal control systems are adequate and functioning.
- Advise the Director of the UNESCO Iraq Office or the designates on the financial status of projects and programmes, and ensure monitoring.
- Support the Director and the programme specialists in finding responsive and effective solutions to matters related to financial management, procurement and accounting, with a view to benefit programme implementation.
- Act as Certifying Officer ensuring that financial transactions are in compliance with regulations, rules, policies and procedures.

- 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.
- Oversee the development of Procurement plans and the provision of effective advice and support to Project Managers on Procurement issues.
- Maintain effective liaison with the Procurement section at Headquarters as well as opportunities for cooperation with other UN agencies in the country
- Ensure that the assets of the organization are safeguarded at all times.
- Liaise with BFM on all issues relating to local UN financial harmonization and alignment and joint services, seeking clearance on those which may affect UNESCO's current rules and procedures.

#### **Human Resources (HR) Accountabilities**

- Advise the Director or the designate on Staff related matters – such as processing of personnel actions, extension and conversion of appointments, recruitment etc. in accordance with UNESCO Rules and Regulations.
- Administer day-to-day human resources issues within the Office and ensure appropriate and timely follow-up with the relevant Programme Sectors, the Priority Africa and External Relations Sector, as well as with the Bureau of Human Resources Management.
- Provide/facilitate related training to Office staff (and Antenna staff as applicable) whenever required.
- Liaise with Bureau of Human Resources Management 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 Accountabilities**

- Collaborate with the international security officer, the Designated Official for Security and with the UNDSS Chief Security Advisor on all security-related issues.
- Assist the Director of the UNESCO Office or designate in ensuring compliance with prevailing UN Common security policies, procedures and standards as well as in the follow-up on specific UNDSS recommendations resulting from security assessments of UNESCO premises and residences of international staff
- Ensure, in coordination with the international security officer, compliance of all the personnel of the Office with security travel requirements and monitor completion of mandatory security training.
- Assist in coordination with the international security officer, UNESCO staff and consultants on mission in the Office's host country on safety and security issues and facilitate their briefing by UNDSS as necessary.

#### **Logistics Accountabilities**

- Supervise the maintenance, upkeep and operation of the technical facilities and installations, keeping risks to a minimum: healthy and safe working environment; effective local area network, individual work-stations, printers and photocopying machines, communication facilities; functioning cars; etc.
- Ensure that appropriate insurance coverage for premises, vehicles and equipment is in place and timely renewed.
- Liaise with the Office's host country authorities on logistical matters and contributions to operations as per Host Country Agreement
- As applicable, assist and advise the Director of the UNESCO Office or the designate in the negotiation of lease agreements and in the identification of proper locations and local arrangements for Antennas and in their establishment.

#### **COMPETENCIES (Core / Managerial)**

Innovation (C)

Planning and organizing (C)

Results focus (C)

Team work (C)

Building partnerships (M)

Leading and empowering others (M)  
Accountability (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.

### **Work Experience**

- A minimum of seven (7) years of progressively responsible and relevant professional experience in management, finance and administration or related area.
- Experience acquired at the international level.
- Experience in leading and supervising staff and teams.

### **Skills and competencies**

- Ability to provide guidance in the financial and administrative management of extra budgetary projects with proven experience in budgeting, contracting and monitoring.
- Knowledge and understanding of institutional UNESCO mandates in the country.
- Ability to coordinate and monitor own work plan and those under his/her supervision.
- 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.
- Knowledge of ERP and financial, human resources or other administrative management tools.
- Demonstrated capacity to analyse operations, identify risks and opportunities, propose mitigation measures and to establish adequate monitoring framework in line with office implementation capacity.
- Ability to identify risk areas and provide mitigation measures in the field of Human Resources, Finance and Budget.
- Demonstrated experience in ensuring compliance with rules & regulations and administrative processes.
- Ability to collaborate with the Designated Official for Security and with the UNDSS Chief Security Advisor on all security-related issues; including participation in Business Operation Strategy (UN BOS).

### **Languages**

- Excellent knowledge of English.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Professionally recognized Accountancy Certification.

### **Work Experience**

- Experience in the United Nation system or similar international organisations.
- Experience working in the field.

### Skills and competencies

- Experience in the use of SAP.
- Knowledge of UN Rules, Regulations and administrative procedures.
- Familiarity with the work and general functioning of international organizations and/or the UN system.

### Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, French, Russian, 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.

For more information on benefits and entitlements, please consult [ICSC website](#).

### **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 applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) 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.