

FINANCE AND ADMINISTRATIVE OFFICER

Post Number : 5LBADM0005RP

Grade : P-3

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Beirut

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) : 05-AUG-2021

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 Regional Office in Beirut. The incumbent reports directly to the Director of Office with a functional reporting to ADG/ADM.

On matters of financial internal control, the incumbent will be granted a certifying authority from 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. Further, the incumbent advises and supports the Director of the Regional Office or the designate on finance and administration, operations, budget, human resources management, premises-related and security matters within the Office.

Budget preparation and implementation monitoring

- Advise the Director and the Programme Specialists concerning the preparation, execution and monitoring of programmes/projects and budgets in developing and implementing the proper administrative and financial framework, advise the sector programme managers and specialists 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 sector programme managers and specialists, ensure adequate monitoring of 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 and Antenna'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 Regional Office and the Programme Specialists on the financial status of projects and programmes on a regular basis, and ensure adequate monitoring.
- Support the Director and the sector Programme Managers and Specialists in a timely manner in finding responsive and effective solutions to matters related to financial management, procurement and accounting, with a view to benefitting programme implementation.

- Act as Certifying Officer ensuring that financial transactions are in compliance with regulations, rules, policies and procedures.
- Oversee the development of Procurement plans and the provision of effective and timely advice and support to Project Managers and Specialists on Procurement issues.
- 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, particularly the implementation of the Business Operations Strategy of the One UN, seeking clearance on those which may affect UNESCO's current rules and procedures.

Human Resources Management

- Advise the Director or the designate on Personnel related matters in accordance with UNESCO Rules and Regulations.
- Administer day-to-day HR issues within the Office and Antennas.
- Provide/facilitate related training to Office personnel (and Antenna personnel) whenever required.
- 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

- Collaborate with the UNESCO international security officer, the Designated Official for Security and with the UNDSS Chief Security Advisor on all security-related issues and participate in relevant security-related coordination meetings.
- Assist the Director or the designate in ensuring compliance with prevailing UN Common security policies, procedures and standards as well as in the follow-up on specific UNDSS recommendations.
- Assist in coordination with the international security officer, UNESCO personnel and consultants on mission in the Office's and Antennas' host countries on safety and security issues, ensure timely communication on security alerts and facilitate their briefing by UNDSS as necessary.

Logistics and General Administration

- Supervise the maintenance, upkeep, insurance and operation of the technical facilities and installations, keeping risks to a minimum.
- Liaise with the Office's and Antennas' host country authorities on logistical matters and contributions to operations as per Host Country Agreement.
- Assist and advise the Director of the UNESCO Regional 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.
- Ensure proper records management in the office, both online and offline, and provide advice to programme and project personnel on the efficient management of records.
- Participate in meetings relating to coordination on operations and administration in the One UN, such as the Operations Management Team meetings.
- Provide/facilitate related training to Office personnel and Antenna personnel whenever required.
- Supervise the operations team of the Office, monitor individual team members' performance and provide necessary advice for improvement.

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 related discipline.

Work Experience

- Minimum of 4 years of progressively responsible relevant experience in management, finance and administration or related area, of which at least 2 years acquired at the international level.
- Experience in providing guidance in the financial and administrative management of extra budgetary projects with proven experience in budgeting, contracting and monitoring.

Skills and competencies

- Knowledge and understanding of institutional UNESCO mandates in the country and Region.
- 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.
- Good IT skills, knowledge of ERP and financial, human resources or 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.
- 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 or French and knowledge of another official language of the organisation.

DESIRABLE QUALIFICATIONS

Education

- Professionally recognized Accountancy Certification.

Work Experience

- Demonstrated ability to lead, manage and motivate staff and teams.
- Experience working in the field.

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 in 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.