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RISK AND COMPLIANCE OFFICER (RE-ADVERTISEMENT)

Post Number : ADM 038

Grade : P-3

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 15-DEC-2022

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Risk, Compliance and Policy Coordination Unit (ADM/EO/RCP) within the Section for Administration and Management will contribute to the strengthening of the UNESCO Enterprise Risk Management (ERM), supported by an increased integration with the internal control framework and the strategic planning processes in the Organization. Through improved coordination, the objective of the unit will be to strengthen a risk culture across UNESCO through a more risk-informed management of programmes, projects and operations.

Under the overall authority of the Assistant Director-General for Administration and Management, the guidance of the Executive Officer and the direct supervision of the Chief of Unit, the incumbent will be responsible for the following activities:

Risk Management

- Support the UNESCO entities (sectors, bureaus, field offices and institutes) in the implementation of the Organization's Enterprise Risk Management (ERM) Framework).
- Disseminate policies and guidance and promote good practices on risk management to reinforce a coherent approach throughout the Organization, through benchmarking within UNESCO, across UN agencies and any other relevant organizations.
- Support to the Chief of Unit in the review of the adequacy of risk management systems, structures, procedures and capacities across the Organization, and the subsequent development and delivery of measures for their strengthening.

Compliance

- Design the methodology and provide support for the Director's General Statement of internal Control (SIC), taking into account relevant UN best practices and ensuring relevant inputs from UNESCO entities.
- Establish control and monitoring activities to address gaps not covered by relevant central services, to support the second line of defense functions.
- Contribute to the work of the Contracts Committee Secretariat to support the compliance for high-value contracts.
- Coordinate the follow-up on the oversight entities' recommendations (IOS audit and evaluation, External Auditor, OAC and JIU) and take appropriate actions with the relevant focal points in UNESCO entities to address any issues arising from the monitoring of recommendations.

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Policy development

- Contribute to the development and disseminate appropriate policies, procedures and processes under the purview of the unit by incorporating impacts from the evolving environment, structural changes, the accountability framework and harmonization of UN business practices.

Training and capacity building

- Develop relevant trainings, workshops and other capacity building initiatives to build knowledge and skills in risk management and reinforce compliance

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 audit, finance, business or public administration or related field.

Work Experience

- Minimum 4 years of progressively relevant professional work experience in risk management, compliance, policy development, training and capacity building or related field, of which preferably

2 years acquired at international level.

Skills/Competencies

- Ability to define work goals and attain them.
- Strong analytical skills with capacity to innovate/create.
- Excellent drafting and oral communication skills.
- Strong inter-personal skills to work within a team in a multi-cultural environment.
- Ability to adapt own approach to suit changing circumstances or requirements.
- Client oriented with ability to identify client needs and suggest appropriate solutions.
- Excellent training and IT skills.

Languages

- Excellent knowledge (written and spoken) of English.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience with Enterprise Risk Management (ERM) frameworks.
- Relevant experience in the UN system.

Languages

- Working knowledge of French.
- Knowledge of an another official language of UNESCO (Arabic, Chinese, Spanish, 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 87,455.34 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.

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