

ASSOCIATE FINANCE AND ADMINISTRATIVE OFFICER

Post Number : ADM 907

Grade : P-1 / P-2

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) : 20-MAR-2023

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 Assistant Director-General for Administration and Management (ADG/ADM), guidance from the Chief of Section for Administrative Support, and the direct supervision of the Operations Management Officer, the Associate Finance and Administrative Officer is responsible for providing a range of administrative management support activities to the assigned Sectors/Bureaux. On matters of financial internal control, he/she receives a delegated authority from the Chief Finance Officer as certifying officer. S/he will be responsible for a broad range of administrative support activities and will facilitate the execution of programs and activities warranting respect of UNESCO's Rules and Regulations in the field of finance budgeted, human resources and office management. The incumbent will be assisted in the discharge of his/her duties by the Administrative Support Team.

Specifically, the incumbent will be responsible for the following.

General Accountabilities

- Assist the Operations Management Officer on all administration, budget, financial, human resources and office management.
- Ensure compliance with UNESCO policies, rules, regulations and procedures in terms of budget, financial, human resources.
- Provide regular and ad hoc budget, financial and human resources information to assigned Sectors/Bureaux to support informed decision-making.
- Participate through user feedback in the development of budget, financial and human resources policies and procedures.
- Draft correspondence and internal procedural directives relating to budgetary, financial, human resources and administration matters.
- Supervise staff as required.
- Ensure that proper inventory, filing and recording systems procedure are set.

Budget Accountabilities

- Assist supervisor, Heads of unit, Chiefs of section and Directors/ADGs of the Sectors/Bureaux in budget preparation (C/5 documents and related work plans, extra budgetary programmes and related project documents) and provide all relevant information required.
- Monitor execution of Regular Budget and extra-budgetary resources and advise your supervisor, Heads of unit, Chiefs of section and Directors/ADGs of Sectors/Bureaux

accordingly on their revisions: administer day to day budgetary issues, ensure the appropriate budgetary control, validate and process requests made to BFM and or BSP for allotments and funds transfers, and provide relevant information requested. Identify problem areas, alert and discuss corrective actions with your supervisor and the responsible officer concerned.

- Ensure that budget data is adequately and timely entered in the appropriate management systems, and that budgetary transactions are in compliance with regulations, rules, policies and procedures.
- Ensure that managers are fully aware of budgetary principles, methodologies, rules and procedures and facilitate their training as may be required.

Financial Accountabilities

- Ensure that the financial resources and expenditures are fully and properly accounted for and that internal control systems are adequate and functioning.
- Monitor and advise your supervisor, Heads of unit, Chiefs of section and Directors/ADGs of Sectors/Bureaux on the financial status of projects and programmes, including funds confirmed but not yet available for expenditure; funds available for expenditure and funds already spent.
- Act as Certifying Officer ensuring that financial transactions are in compliance with regulations, rules, policies and procedures.
- Review and analyse current operating practices with a view to make recommendations on revising established procedures.
- In line with the Organization's policies and procedures, ensure the application proper accounting procedures, systems and internal controls having regard to specific requirements of the Bureau/Sector.
- Ensure procurement of equipment and supplies are in line with rules and procedures, staff awareness of proper procedures, and that deliverables are in conformity with the specifications and terms of contracts.
- Support managers for operational planning for contracting, travel, meeting and conferences in accordance with work plans requirements.

Human Resources Accountabilities

- Assist personnel in assigned Sectors/Bureaux on Staff related matters – such as initiating of post related actions, extension and conversion of appointments, recruitment, review the revised Job Descriptions if required, monitor leave records and performance status of assigned Sectors/Bureaux staff – in accordance with UNESCO Rules and Regulations and ensure timely follow-up.
- Maintain up-to-date organizational chart and lists of temporary personnel, consultants and volunteers.
- Provide explanations to staff on their rights and duties and on related administrative steps and procedures, and assist them in matters involving personnel management problems.
- Administer day to day temporary assistance within the Office and ensure appropriate and timely follow-up with the relevant Programme Sectors and with HRM sections.

Logistics Accountabilities

- Ensure that the assets of the organization are safe guarded.

Safety and Security Accountabilities

- Collaborate with the Headquarters Security Services on all security-related issues.
- Ensure compliance of all the personnel with security travel requirements and monitor completion of mandatory security training.

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 closely related discipline. A first-level of university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

- Minimum 2 years of relevant professional experience in administration, finance, accounting or closely related areas.
- At least 1 year of experience acquired at the international level.

Skills/Competencies

- Ability to identify issues and formulate options/recommendations.
- Ability to coordinate and monitor own work plan and those under his/her supervision.
- Ability to solve routine and non-routine issues in the field of Human Resources, finance and budget.
- 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 lead, manage and motivate staff and teams.
- 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.

Languages

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

DESIRABLE QUALIFICATIONS

Education

- Professionally recognized Accountancy Certification

Work Experience

- Experience in international organizations or United Nations agencies.
- Experience working in the field.
- Experience in supervising and leading teams

Skills/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 UNESCO language would be an asset

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 US \$ 64,968.

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.