



Post title: Senior Finance and Administrative Officer
Domain: Management
Grade: P-4
Post Number: 1CAUIS0042PA
Organizational Unit: UNESCO Institute for Statistics,
Administration
Primary Location: Montreal, Canada
Recruitment open to: Internal and External Candidates
Type of contract: Project Appointment
Duration of contract: One-year with possibility of extension
depending on availability of funds and
satisfactory performance
Approximate Annual Salary: USD 98,835
Deadline (*midnight, Montreal time*): **17 May 2018**
Applications to be sent to: uis.recruitment@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the immediate supervision of the Director of the UNESCO Institute for Statistics (UIS), the incumbent will be responsible for ensuring the efficient, effective and compliant administration of UIS' financial and human resources, in line with relevant administrative, human resources and financial rules, regulations and standard practices of the Organization. As the main Certifying Officer, and on matters relating to internal control, the Senior Finance and Administrative Officer will have a functional reporting line to UNESCO's Chief Financial Officer. The Senior Finance and Administrative Officer will be expected to ensure that there will be an effective interaction between UIS and UNESCO's various Central Services, including the Bureau of Financial Management (BFM) and the Bureau of Human Resources Management (HRM). In matters related to HR, the incumbent will have a functional reporting line to the Director of HRM. He/she will be expected to perform the following essential tasks:

- Lead and supervise the staff of the Administrative Unit and ensure the effective planning, coordination and prioritization of daily tasks and responsibilities in order to achieve the overall objectives.
- Oversee the efficient execution and delivery of the full range of administrative and financial services in support of the activities and projects of UIS, including budget preparation, contract management, financial accounting, internal control, travel management and implementation monitoring.
- Efficiently coordinate the full range of human resources administration-related matters, including staffing actions, recruitment, performance assessments, advice and training, in order to meet organizational requirements and support a productive, positive and healthy work environment.

- Implement and maintain effective security arrangements and policies in the interest of all staff and property, while liaising with UNESCO headquarters and other UN agencies concerned.
- Ensure the systematic upkeep and proper functioning of UIS premises, including compliance with the Host Country Agreement and maintain effective relationships with the concerned authorities. Take the appropriate action to account for, manage and safeguard the fixed-assets under the custody of all personnel.
- Provide inputs to key documents, including UIS Governing Board (GB) documents, financial statements, donor reports, etc., and actively participate in and make contributions to UIS strategy, donor proposal preparation and agreements with partners.
- Prepare and certify donor financial reports in line with the approved budget and standard format as agreed in the donor agreement.
- Ensure that all UIS accounts are maintained, consolidated and reported to the Governing Board and to UNESCO Headquarters, while abiding to standard audit requirements for certification of UIS's Financial Statement.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in business administration, accountancy, or in another related field.
- Internationally recognized professional accountancy qualification.

WORK EXPERIENCE

- Minimum 7 years of progressively responsible, relevant work experience in management, finance and administration, of which at least 3 years acquired at the international level.
- Proven experience in the development and implementation of modern financial management practices, tools and procedures, including vis-à-vis programme and budget execution.
- Experience in the preparation of financial statements for audits.
- Proven experience in leading, managing, motivating and supervising staff and teams and maintaining effective working relations in a multicultural environment.

SKILLS/COMPETENCIES

- Problem solving, creativity and analytical thinking skills, related to financial management and control.
- Expertise in the delivery of human resources and personnel management functions, as well as the provision of general administrative services.
- Ability to interpret complex organizational rules and processes.
- Demonstrated leadership, integrity and discretion in the execution of duties.
- Familiarity with internal and external audit proceedings, techniques and requirements.



- Good I.T. skills, including practical experience with the use of Microsoft or other software packages.

LANGUAGES

- Excellent knowledge (written and spoken) of English.

DESIRABLE QUALIFICATIONS

SKILLS/COMPETENCIES

- Knowledge of an Enterprise Resource Planning (ERP) system (preferably SAP), including Finance and HR modules.

LANGUAGES

- Good knowledge of French.
- Knowledge of other official UNESCO languages (Arabic, Chinese, Russian, Spanish) an asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars, exempt of income taxes. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details on the [the ICSC Web site](#). Please note that UNESCO is a non-smoking Organization.

This is a 'Project Appointment', initially for 1 year (including a probationary period of 6 months) and is renewable, subject to satisfactory service and availability of funds.

HOW TO APPLY

You are invited to send your cover letter, [CV in UNESCO format](#) with the compulsory questionnaire as well as a list of 3 reference persons (name, title, organization, address, telephone, email), including at least one current or former direct supervisor) to: uis.recruitment@unesco.org.

Please note that other CV formats shall not be considered.

In the subject line, kindly mark "**Family name, Sr. FAO UIS PA0042**".



The deadline for submission is **17 May 2018** at midnight (Montreal time).
The appointment is contingent on the availability of funds.

Please note that only pre-selected candidates will be contacted.

A written test may be used in the evaluation of short-listed candidates.

UNESCO is committed to gender equality in its programming and to gender parity.
Therefore, women candidates are strongly encouraged to apply.

UNESCO does not charge a fee at any stage of the recruitment process.