

Post title: Senior Budget and Procurement Assistant

Domain: Statistics

Post Number: 1CAUIS0030PA

Grade: G6

Organizational Unit: UNESCO Institute for Statistics (UIS)

Primary Location: Montreal, Canada

Recruitment open to: Internal and External Candidates.
Applicants must be Canadian citizens, permanent residents of Canada or hold a valid work permit for Quebec or Canada.

Type of contract: Project Appointment (PA)

Approximate Net Annual Salary: 40,373 CAD

Deadline (*midnight, Montreal time*): Until such time as a qualified candidate is identified

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO Institute for Statistics (UIS), the direct supervision of the Finance and Budget Officer, the incumbent shall act as a focal point in Administration to provide guidelines and advice to all Sections / Units of UIS on the full range of procurement and contracts matters; serve as a certifying officer; and ensure adherence to the rules and regulation in regards to contractual agreements. The Senior Budget and Procurement Assistant will also assist in the preparation and execution monitoring of the Institute's budget, in consolidating the cost estimates for staff and activities budgets. S/he is also expected to coordinate the inventory of UIS capitalized office goods in Montreal and the field, in accordance with IPSAS requirements.

Core results include:

- Effective and timely support to Sections/Units in the full cycle of procurement processes from initial request through fulfilment, to ensure that they comply with UNESCO policies and rules.
- Assist in the preparation, monitoring, analysis and reporting of the annual programme and budget, ensuring compliance with budget policies and procedures.
- Coordinate asset inventory management and the production of IPSAS compliant inventory reports.

- Preparation of quantitative and analytical reports on budget, procurement and other areas of Administration, as needed.

The position's main tasks and responsibilities are as follows:

1. Provide advice, guidance and technical support to all Sections/Units on the full range of procurement issues during all stages of the procurement process (20%):

- Guide and advise all concerned parties on contractual rights and obligations.
- Assist sections in the preparation of purchase and/or tender documents for procurement of goods and services, as needed.
- Prepare guidelines, instructions, etc. related to procurement matters.
- Provide recommendations to programme specialists and section heads on more complex contractual matters, requiring their intervention.
- Train employees on procurement related activities, as required.
- Document procurement processes and related activities.
- Conduct risk analysis vis-à-vis UIS business requirements, where required, taking into account UNESCO's rules and regulations.
- Keep up to date on best practices in the areas of contractual and procurement management.

2. Ensure adherence to contractual agreements, amendments and extensions (20%):

- Review all documents received from Sections / Units to ensure adherence to UNESCO rules and regulations.
- Evaluate if proposals/quotations ensure overall competitiveness, quality, and conformity to specified requirements.
- Verify that all costs related to the contracts are justified and in accordance with the rules and regulations.
- As a certifying officer, create Purchase Orders (POs) for various contracts in FABS (i.e. commodity, fee contract, individual consultant, and translation, implementation partnership agreement, activity financing) after carefully reviewing all related documents.
- Review all requests for contract amendments and create amendment POs in accordance with rules and regulations.
- Coordinate the issuance and the signature of the contracts by both parties in a timely manner.
- Prepare quantitative and qualitative reports, correspondence and other documents on procurement-related matters.

3. Participate in the preparation of the Institute's yearly budget for activities and staff costs and follow up on budget implementation (30%):

- Consolidate budget proposals from Sections and support the production of the draft budget proposal.
- Prepare the initial staff cost estimates by comparing actual costs with the UNESCO standard costs.
- Preparation of various reports related to budget proposals and expenditure reports to be included in the Governing Board and Policy and Planning Committee documents.
- Production of budget status reports on regular basis for monitoring budget implementation and to support management decision-making processes.
- Support the creation of budget codes based on annual Governing Board approved budget and the preparation of allotments.
- Participate in the analysis of donors' agreements, assuring the Provision of an IPSAS compliant framework to classify agreements for revenue recognition and financial reporting purposes.
- Advise on budget transfer taking into account UIS basic text, UNESCO regulations and specific agreements requirements, as applicable.

4. Coordinate the Asset inventory management and the registration of the Institute assets in compliance with IPSAS by (10%):

- Coordination of periodic physical inventory of the Institute's assets.
- Verification of proper identification and registration of the Institute's assets in the Fixed Asset Module in the UNESCO ERP systems (currently FABS).
- Liaison with the Information Technology section of the Institute to ensure proper registration of IT Equipment and small and attractive items as per IPSAS standards.

5. Participate in the yearly budget closing process, production of IPSAS compliant financial statement and donor reports (10%):

- Participate in the production of the fiscal year financial statement and accompanying notes by preparing the property, plant and equipment notes of the financial statement and the Statement of Comparison of budget and Actual Amounts.
- Production of financial reports to donors for extra-budgetary projects, as required.
- Conduct analysis of fixed and intangible assets, applying IPSAS standard, to document the impact on UIS business and processes and provide recommendations, as required.

- Perform reconciliation between (Financial Management) FM and PS (Project System) and advise on corrective measure, as needed.
- Overall review of open commitments to validate compliance.
- Preparation of the carry forward exercise by updating the budget validity and preparing the relevant reports (obligations and residual budget).
- Creation of pool accounts for obligations and residual budget.
- Perform the carry forward, if required.

6. Any additional activities that may be required to ensure the success of the work team to which assigned, such as (10%):

- Provide recommendations to enhance internal controls.
- Participate in the preparation of replies to internal and external audit observations in assigned areas, as needed.
- Perform any additional activities that may be required to ensure the success of the work team.

REQUIRED QUALIFICATIONS

EDUCATION

Completion of Secondary education or equivalent level of education, with training/courses in Business Administration, Finance and Accounting.

WORK EXPERIENCE

- Minimum of eight years of progressive working experience in budget, financial management and/or accounting, and procurement.
- Experience in - or knowledge of - the application of UNESCO (or other UN System Organizations) administrative and financial rules, regulations, policies and procedures to the assigned work areas.

SKILLS/COMPETENCIES

- Sound analytical, solution finding and information skills.
- Excellent written and verbal communication abilities including tact and the capacity to communicate technical/financial matters to different audiences.
- Client-focused and team-oriented, showing the ability to maintain productive partnerships with internal clients.
- Displays accuracy and attention to detail.
- Organizational skills to prioritise large volumes of cyclical work under often stringent deadlines.
- Flexible / adaptable, exercises discretion and respects confidentiality.

- The incumbent should be able to work under minimal supervision, have strong communication, analytical and decision-making skills as well as demonstrate good judgement.
- S/he should have initiative and the ability to work in a multicultural team environment.

LANGUAGES

Excellent knowledge of English or French and good knowledge of the other language is required.

DESIRABLE QUALIFICATIONS

EDUCATION

A bachelor's degree in business administration, accounting, finance or related field would be an asset.

WORK EXPERIENCE

- Professional experience in an international or government organization.
- Experience in - or knowledge of - the application of UNESCO (or other UN System Organizations) administrative and financial rules, regulations, policies and procedures to the assigned work areas.
- Experience using a complex ERP system for financial or contractual data entry/report production, resource monitoring.

LANGUAGES

Working knowledge of another official UN language (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries for local employees are calculated in CAD dollars and exempt from income tax. If applicable/eligible, benefits include: 30 days annual leave, family allowance, language allowance, pension plan and medical insurance. More details can be found on the ICSC Web site (<http://icsc.un.org>). Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

Please submit via email: i) a full CV using the UNESCO form available on the UIS website under '[Employment Opportunities](#)'; ii) a letter of motivation; and iii) a list of 3 references (name, title, organization, address, telephone, email), including at least one current or former direct supervisor. Address email to: uis.recruitment@unesco.org, by **18 October**

2015 (midnight, Montreal time). Kindly use as email subject header: FAMILY NAME First Name PA0030 ADM Sr Asst (e.g. SMITH Roberta PA0030 ADM Sr Asst).

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES