



Vacancy Announcement
Various project Posts- STEP UNESCO Regional Office for Southern Africa

Duty Station : Harare, Zimbabwe
Type of contract : Service Contract
Duration of contract : One year, possibility of renewal (six months' probation)
Opening date of application: 27 July 2016
Closing date of application: 22 August 2016 (*midnight, Harare time*)

1.
Title : **Project Finance Assistant (Post: ZW/ED/STEP/0001EXB)**
Grade : **SB2**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall delegated authority of the Director and the direct supervision of the Finance and Administrative Officer, the incumbent will undertake the following tasks and responsibilities:

- Draft and prepare routine correspondence, memoranda and non-substantive reports;
- Maintain confidential and general files and establish reference systems;
- Assist in the preparation of budgetary and financial reports, statistics or projections for managers' use;
- Review draft reports, verify overall accuracy and consistency, cross-check consistency of figures;
- Code, record, process and reconcile accounting transactions;
- Maintain specific accounts, calculate and compile financial data, prepare routine reports;
- Provide assistance and guidance to staff on basic financial procedures, requirements related to payments, and on banking and currency provisions;
- Monitor and control commitments and expenditures;
- Prepare detailed cost estimates and other data for use in budget analysis and proposals;
- Generate expenditure reports from automated information system databases; compile budget data;
- Review overall accuracy and consistency of draft reports; cross-check consistency of figures.
- Procurement: assist in initiating procurement action, in the preparation of purchase orders and contracts, monitor status of requisitions and maintain contact with suppliers;
- Additional activities that may be required to ensure the success of the work team

REQUIRED QUALIFICATIONS

EDUCATION

- Diploma in Accounting

WORK EXPERIENCE

- At least three years of relevant work experience is required

SKILLS/COMPETENCIES

- Willingness to work independently
- Proven ability to work in a multicultural environment
- Good IT skills, particularly with respect to the internet, Word Processing, Excel, Power Point, etc

DESIRABLE QUALIFICATIONS

EDUCATION

- BSc and or Bachelors in Administration or other related studies will be an added advantage

SKILLS/COMPETENCIES

- Knowledge and/or prior experience of the United Nations System

2.
Title : **Project Administrative Assistant (Post: ZW/ED/STEP/0002EXB)**
Grade : **SB2**

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority and direct supervision of the Project Team Leader, the incumbent will undertake the following tasks and responsibilities:

- Screen requests for appointments with supervisor according to the nature of the requests and their urgency; maintain supervisor's calendar; confirm mutually convenient schedules and arrange appointments or rearrange schedules disrupted by unexpected events; receive visitors; and place and screen telephone calls. Respond to queries and correspondence, often of a sensitive, confidential or technical nature.
- Coordinate and lead secretarial support services for high-level meetings, service- or Office-wide training and special projects/ events. Attend meetings, prepare minutes, monitor follow-up activities; make arrangements for formal editing, translation, etc., of documents and publications. Coordinate the work of other support staff, establish priorities and ensure equitable distribution of work
- Review, record, distribute and process incoming mail and correspondence; follow up on pending actions; prepare draft technical responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures. Carry out quality control functions for outgoing documents; proofread and edit texts for adherence to format, grammar, punctuation and style. May coordinate/ guide the work of other support staff and ensure equitable distribution of work.
- Perform a variety of administrative duties (e.g., leave and attendance recording, arrangements for meetings and other events, reservations, budget preparation and follow-up, etc.). Coordinate with other units (UNESCO Regional Office) to ensure smooth running and expedition of work within the unit (e.g. following up contract extensions and requests for temporary staff).
- Research, compile and organize background information and reference materials from various sources for reports, briefs and speeches. Generate a variety of statistical and other reports from various databases.
- Create and maintain the Office/ Bureau filing and reference systems. Periodically review the efficiency of office procedures and make recommendations for improvement. Update office websites, knowledge management tools/ databases etc.
- Additional activities that may be required to ensure the success of the work team

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational education.

WORK EXPERIENCE

- At least three years of relevant work experience is required

SKILLS/COMPETENCIES

- Willingness to work independently
- Proven ability to work in a multicultural environment
- Good IT skills, particularly with respect to the internet, Word Processing, Excel, Power Point, etc

DESIRABLE QUALIFICATIONS

EDUCATION

- Diploma in Secretarial Studies or certification in Accounting
- BSc and or Bachelors in Administration or other related studies will be an added advantage

SKILLS/COMPETENCIES

- Knowledge and/or prior experience of the United Nations System

LANGUAGES

Fluency (oral and written) in English. Fluency in other local languages

HOW TO APPLY

To apply, please send your application, making reference to the post title and number, including contact details of 3 referees. UNESCO CV Format to be used (<http://www.unesco.org/new/en/harare/home/>):

By email: vacancies.harare@unesco.org

Or

By hand or delivery post: UNESCO Regional office for Southern Africa
Project Administrative Assistant- STEP
8 Kenilworth Road
Newlands, Harare

Only Zimbabwe Nationals are eligible to apply. Applications are to reach UNESCO no later than the 22nd August, 2016(**Midnight** Harare time).

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

UNESCO IS A NON-SMOKING ORGANIZATION

PLEASE NOTE THAT ONLY PRE-SELECTED CANDIDATES WILL BE CONTACTED.