

**Title:** Administrative Assistant  
**Domain:** Administration  
**Grade:** G-5  
**Position Number:** CLT/PA 050  
**Organizational Unit:** Administrative Unit, Executive Office, Culture Sector  
**Duty Station:** Headquarters, Paris, France  
**Type of contract:** Project Appointment (PA)  
**Duration:** One year, with possibility of extension subject to availability of funds and satisfactory performance  
**Annual salary:** 39 507 Euros  
**Deadline (midnight, Paris time):** 20 June 2019  
**Application to be sent to:** [clt-recruit@unesco.org](mailto:clt-recruit@unesco.org)

---

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

---

### Overview of the functions of the PA

Under the overall authority of the Assistant Director-General for Culture, the general supervision of the Chief of the Executive Office (CLT/EO) and the direct supervision of the Finance and Administrative Officer of the Culture Sector, the Project Appointment (PA) staff shall contribute to the work of the Administrative Unit by providing budgetary, financial and administrative services in compliance with the UNESCO rules and regulations towards the implementation of the Sector's programmes, projects and activities with a special focus on Cultural Conventions. In particular, s/he shall:

- Act as Certifying Officer within the delegated authority in the examination and approval of any commitments for all programmes of the Culture Sector as per the approved workplans and budget in accordance with the UNESCO Financial rules; review and process contract files, meetings files, travel requests, payment requests and claims by checking the accuracy of the supporting documents in compliance with the UNESCO rules, regulations and procedures and provide guidance on administrative rules and procedures to Programme staff.
- Provide assistance and guidance to Project officers and assistants in the preparation and review of budgets, workplans, internal reports, new and ongoing projects, as well as special accounts (cost estimates, budget, project documents, SISTER, statistics, decentralization, agreements, amendments, revisions, WBS Elements structure, etc.), and recommend modifications and improvements in accordance with UNESCO's rules, regulations and procedures.
- Regularly monitor allocations, allotments, commitments, cost recovery and expenditures of extrabudgetary projects and special accounts, track budget levels and alert project officers of potential shortfalls in funds, review budgets and budget revisions, financial obligations, and unliquidated obligations (ULO) using the financial and budgetary system (SAP), and take actions as agreed with the Supervisor to proceed with closure and liquidation of ULOs as appropriate; compile data and liaise with Corporate services to obtain or provide information and/or clarifications and resolve problems.
- Provide assistance to the Supervisor in drafting correspondence, in collecting and organizing information and data to be prepared in the required format for updates, internal reports, tables, briefs, and other documents, reviewing accuracy of tables, cross-checking consistency of figures, ensure proper filing and electronic system, assist in procurement processes, preparation of purchase orders and requisitions, organization of meetings, as well as alert the Supervisor of any errors/omissions observed, etc.

---

### Competencies

A successful candidate will be required to demonstrate the following competencies:

---

---

Accountability  
Communication  
Teamwork  
Innovation  
Results focus  
Planning and organizing  
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

---

## Required qualifications

Education  
Completed secondary education, technical or vocational education.

Work Experience  
A minimum of 5 years of relevant work experience in administrative/programme assistance in an international environment.

Skills and competencies

- Good knowledge of UNESCO's rules, regulations, policies and procedures.
- Strong command of IT skills (MS Office Excel, Word, PowerPoint, Outlook, etc.).
- Good organizational skills, with emphasis on quality, efficiency and aptitude to work under pressure.
- Discretion, initiative and service oriented to provide quality and timely support and services.

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

---

## Desirable qualifications

Education  
Specialized training or courses in one or more of the following disciplines: accounting, finance, administration, economics or other related areas.

Skills and competencies

- Knowledge of Culture Conventions and their Special Accounts.
- Knowledge of UNESCO's financial and other similar systems (IRIS, DUO, SISTER).

Languages  
Knowledge of other official UNESCO languages (Arabic, Chinese, Russian or Spanish).

---

## Assessment

An examination exercise may be used in the evaluation of candidates

---

## How to apply

Please send your application letter in English or French, together with your CV on UNESCO CV form and the contact details of 3 references directly to the following e-mail address: [clt-recruit@unesco.org](mailto:clt-recruit@unesco.org) before **20 June 2019** (midnight, Paris time).

---

## Benefits and entitlements

UNESCO's salaries are paid in Euros at Headquarters and are exempt from tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a no-smoking Organization.

---

*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.  
UNESCO applies a zero tolerance policy against all forms of harassment.*

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