

Title: Senior Finance and Senior Finance and Administration Assistant
Domain: Finance
Grade: G6
Post Number: 1CAUIS06100S
Organizational Unit: UIS/ADM
Duty Station: Montreal
Type of contract: Temporary
Annual salary: CAD 42 503
Deadline (midnight, Montreal time): 30 September 2020

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

In order to be eligible for this contract, applicant must be a Canadian citizen, permanent resident of Canada or hold a valid Canadian work permit.

Overview of the functions of the post

The incumbent works under the direct supervision of the Sr. Finance and Administrative Officer. S/he 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.

Major Activities

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:

- a) Guide and advise all concerned parties on contractual rights and obligations.
- b) Assist sections in the preparation of purchase and/or tender documents for procurement of goods and services, as needed.
- c) Prepare guidelines, instructions, etc. related to procurement matters, as needed.
- d) Provide recommendations to programme specialists and section heads on more complex contractual matters, requiring their intervention.
- e) Train employees on procurement related activities, as required.
- f) Document procurement processes and related activities, as needed.
- g) Keep up to date on best practices in the areas of contractual and procurement management.
- h) Assist the program units with the vendor creation process.

2. Ensure adherence to contractual agreements, amendments and extensions:

- a) Review all documents received from Sections / Units to ensure adherence to UNESCO rules and regulations.
- b) Evaluate if proposals/quotations ensure overall competitiveness, quality, and conformity to specified requirements.
- c) Verify that all costs related to the contracts are in accordance with the rules and regulations.
- d) As a certifying officer, create Purchase Orders (POs) for various contracts in DUO/IRIS (i.e. commodity, fee contract, individual consultant, and translation, implementation partnership agreement, activity financing) after carefully reviewing all related documents.

- e) Review all requests for contract amendments and create amendment POs in accordance with rules and regulations.
- f) Coordinate the issuance and the signature of the contracts by both parties in a timely manner.
- g) Raise and maintain funds reservations
- h) Prepare quantitative and qualitative reports, correspondence and other documents on procurement-related matters, as needed.

3. Monitor and report on commitments and execute the related financial processes :

- a) Production of commitment status reports on regular basis for monitoring project implementation and to support management decision-making processes. Monitor open commitments, follow up on outstanding and overdue items with the respective sections;
- b) Follow up on deliverables received; ensure completeness of supporting documentation; verify that the process is in accordance with UNESCO financial rules; review and post invoices as Certifying Officer in accordance with delegated authority.
- c) Monitor and report on staff cost; produce reconciliation on a monthly basis

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

- a) Coordination of periodic physical inventory of the Institute's assets.
- b) Verification of proper identification and registration of the Institute's assets in the Fixed Asset Module in the UNESCO ERP systems (currently SAP-IRIS).
- c) Liaise 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 and monthly financial closures:

- a) Perform reconciliation between (Financial Management) FM and PS (Project System) and advise on corrective measure, as needed.
- b) Completion of overall review of year-end open commitments to validate compliance.
- c) Preparation of the carry forward exercise by preparing the relevant reports (obligations and residual budget).
- d) Assist with the carry forward process as required.
- e) Post journal vouchers, intercompany payment transfers and other transactions required, as authorised.

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

- a) Provide recommendations to enhance internal controls.
- b) Participate in the preparation of replies to internal and external audit observations in assigned areas, as needed.

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 and/or technical education and/or vocational education

Work Experience

- Minimum of eight years of progressive working experience in budget, financial management and/or accounting, and procurement.

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.

Skills and 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.
- Ability to interpret and apply financial and administrative rules and regulations.
- Client-focused and team-oriented, showing the ability to maintain productive partnerships with internal clients.
- Displays accuracy and attention to detail.
- Organizational skills to prioritize 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 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 either English or French (oral and written) and good knowledge of the other language.

Desirable qualifications

Education

- Training/courses in Business Administration, Finance and Accounting.
- Bachelor's degree in business administration, accounting, finance, or related field.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and Spanish).
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Selection and Recruitment process

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.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States (last update here) 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.

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.

How to apply

Candidates wishing to be considered for this position are invited to submit by e-mail to:

uis.recruitment@unesco.org:

- i. a completed [UNESCO CV](#) (available on the UIS website under '[Join us](#)');
- ii. a **letter of intent**, and
- iii. a list of three references persons, including at least one current or former direct supervisor, that may be contacted. Please use as the e-mail header/subject: "**FAMILY NAME, Given name, Sr Fin and Admin Asst, ADM**" (e.g. SMITH, Susan, Sr Fin and Admin Asst, ADM, OU).

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.

For more information in benefits and entitlements, please consult ICSC website.

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