



**Post Title:** National Professional Officer (Budget and Finance)

**Domain:** Finance and Budget

**Post Number:**

**Grade:** NOB-

**Organizational Unit:** Administrative Unit MGIEP

**Primary Location:** New Delhi

**Recruitment open to:** Only nationals are eligible to apply for this post

**Type of contract:** Project Appointment

**Duration:** 1 year with possibility of extension subject to availability of funds and satisfactory performance

**Annual salary:** Approx. INR 2001058

**Deadline (midnight, Paris time): 11 March 2018**

**Application to be sent to:** [mgiep.recruitment@unesco.org](mailto:mgiep.recruitment@unesco.org)

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under overall authority of the the Director of the UNESCO Mahatma Gandhi Institute for Peace and Sustainable Development (MGIEP) and the direct supervision of Finance and Administrative Officer (AO), with functional guidance from the Bureau of Financial Management (BFM), the incumbent will have the responsibility for leading the Budget Unit and supervising budgetary and financial functions in compliance with UNESCO's rules and regulations.

The incumbent is accountable for the accuracy of budget and financial details, the consolidation of information related to financial and budgetary matters and, in compliance with guidelines set by UNESCO.

More particularly, the incumbent shall:

1. In consultation with the Finance and Administrative Officer on UNESCO's financial and budget regulations, elaborate budget and reports and ensure appropriate financial management for the UNESCO MGIEP:

- prepare reports and analyses for submission to MGIEP Senior Management ;
- Perform financial planning, reporting and analysis;
- Identify potential risks in relation to financial management, including effective internal controls, and propose mitigating action to the supervisor, as applicable;
- Create extra budgetary projects and monitor the implementation
- Elaborate the annual budget for the office and review, together with donors and project officers the project budget as needed and monitor/control extra-budgetary co-operation agreements;
- Act as focal point in the office for liaising with the Bureau of Financial Management at UNESCO Headquarters.

## 2. Collaborate with Project Co-ordinators and Project Officers:

- Consult/Collaborate with project coordinators and project officers on issues pertaining to portfolios and individual projects for extra-budgetary and regular programme activities;
- Advise on administrative procedures to be taken to carry out activities foreseen in project documents and under regular programme budget, stipulating how funds received are applied under different agreements with UNESCO;
- Participate in the elaboration of new extra-budgetary cooperation agreements by supporting project officers in the definition of project work plans and budgets, reviewing and validating budget before signing is carried out.

## 3. Management of the Unit:

- Liaise and co-ordinate with internal and external partners including other Heads of Units and at Headquarters on providing reports, and enabling/initiating the implementation of new features/initiatives in view of local procedures/systems;
- Participate in Special Projects in which the Budget Unit is involved and articulate UNESCO MGIEP response;
- Provide guidelines on budget-related issues to staff, distribute work and follow up on jobs performed within the Unit;

### 1. Relationships with Partners

- Meet with partners when needed and requested by the AO on project-budget issues and budgetary rules of the organization to enable the realization of foreseen activities and promote/encourage understanding and acceptance of the organizational rules and objectives;
- Provide training and advice to external project staff on budget components, structure and classification for future execution of budget activities;
- Provide day-to-day budgetary and financial guidance to colleagues and external partners on UNESCO's rules and regulations.

### 2. Liaise with UNESCO Headquarters:

- Control signed extra-budgetary cooperation agreements and elaborate documents to be sent to UNESCO HQ for approval and registration in the system;
- Communicate regularly with BFM and other central services for approval and revision of budgets;
- Provide advice to staff on their practical application, consult with HQ on clarities related to financial and budgetary issues and ensure a common understanding and interpretation;
- Prepare reports on the MGIEP budget and budget revisions as well as on ongoing and terminated projects (rendering of accounts, showing how funds are used based on the agreement stipulated by the PRODOC).

## **REQUIRED QUALIFICATIONS**

### **EDUCATION**

- Advanced university degree (Masters or equivalent degree) in accounting and finance..

### **WORK EXPERIENCE**

- Minimum 2 years of relevant professional experience in budget and finance work.
- Experience in budget and finance in a UN agency or other international organization.

### **SKILLS/COMPETENCIES**

- Strong analytical and problem-solving skills, as well as ability, to interpret rules and administrative guidelines.
- Flexibility to adjust work schedules and priorities.
- Ability to interact with a wide range of partners with tact and discretion
- Ability to work as part of a team within a multicultural environment
- Excellent interpersonal and communication skills (written and oral).

## LANGUAGES

- Fluent in Hindi and excellent knowledge of English (written and spoken)

## DESIRABLE QUALIFICATIONS

### EDUCATION

- Part qualification of **Chartered Accountancy (CA)** or **Association of Chartered Certified Accountants (ACCA)** Specialized training/certification on Budget and Finance.

### WORK EXPERIENCE

- Solid Experience using financial management software, including MS Office software applications.

### SKILLS/COMPETENCIES

- Micro-computer: elaborates documents, analyses data, controls and updates system knowledge-sharing capabilities;

## LANGUAGES

- Good knowledge of English and Hindi

## BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars but paid in local currency. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan. More details can be found on the [ICSC Website](#)

Please note that UNESCO is a non-smoking Organization.

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.**

## HOW TO APPLY

To apply, please send your application letter, UNESCO CV (CV Form to be used), in English by email: [mgiep.recruitment@unesco.org](mailto:mgiep.recruitment@unesco.org) Please label the subject line **“National Professional Officer (Budget and Finance)”**

Application files will have to reach UNESCO MGIEP on or **before 11 March midnight (12.00)**.

Due to the large number of applications received, only applicants short-listed for interview will be contacted.

*UNESCO is committed to promote geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are equally encouraged to apply. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's geographical mobility policy.*

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