



United Nations  
Educational, Scientific and  
Cultural Organization

COPY FOR INFORMATION

Ref.: CL/4267

Subject: **Chief Financial Officer (D-2)**  
**Sector for Administration and Management**  
**Paris, France**  
**BFM 001**

15 MARS 2019

Sir/Madam,

The vacancy notice for the post of Chief Financial Officer, in the Sector for Administration and Management at UNESCO's Headquarters (Paris, France) has been published.

Please find enclosed herewith information about the post, as well as about the required qualifications, experience and competencies.

As you know, the Secretariat accords great importance to geographical distribution and gender, especially at the senior level. In order to achieve a more balanced geographical distribution, as well as an equitable representation of women, it is essential to encourage appropriate and qualified candidates to apply

Candidates who wish to be considered for this post shall apply online, via the dedicated UNESCO website, Careers, as soon as possible and before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications

All applications must be correctly submitted by **15 April 2019** at the latest. For any queries, an email may be sent to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).


Exceptionally, candidates without access to Internet shall submit their application, quoting the post number: "BFM 001", to the following address:

Director  
Bureau of Human Resources Management (HRM)  
UNESCO  
7 place de Fontenoy  
75352 Paris 07-SP  
France

Only applications received at this address within the stipulated deadline can be considered to ensure equitable treatment to all applications received.

In order to have an outstanding candidate fill this post, I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate.

Please accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in black ink, reading "Audrey Azoulay". The signature is written in a cursive style and is positioned above a solid horizontal line.

Audrey Azoulay  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO



**Title:** CHIEF FINANCIAL OFFICER  
**Domain:** Administration – Financial Administration  
**Post Number:** BFM 001  
**Grade:** D-2  
**Organizational Unit:** Sector for Administration and Management  
**Primary Location:** Paris, France  
**Recruitment open to:** Internal and external candidates  
**Type of contract:** Fixed-Term  
**Annual salary:** US \$161,287  
**Deadline (midnight, Paris time):** 15 April 2019

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

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the direct supervision of the Assistant Director-General of the Sector for Administration and Management (ADG/ADM), the Chief Financial Officer (CFO) of the Bureau of Financial Management (BFM) is responsible for providing strategic advice on all financial management matters, accounting, treasury, budget, financial policies and procedures, ensuring adequate internal controls and providing functional guidance and supervision to Administration and Finance Officers throughout the Organization including Category 1 institutes. The CFO is primarily responsible for ensuring a sound financial management framework that supports the Organization and its strategic steering board.

The incumbent is responsible, in particular for:

- **Management of BFM:** Manage the overall implementation of the approved work programme for the Bureau;
- **Budget Administration, Monitoring and Reporting:** Administer and monitor the execution of the budget (all sources of funds) including the provision of reports and analytical information to senior management and Governing Bodies to support informed decision-making; establish and maintain integrated framework/budget management systems to ensure timely recording and integration, easy to understand financial management reporting on budgets, resources and expenditures;
- **Financial Regulations:** Carry out the provisions of the Financial Regulations established by the General Conference and the Financial Rules and Procedures established by the Director-General. The incumbent will provide upstream advice on financial issues and establish administrative circulars and instructions on financial questions;
- **Stakeholder Management:** Represent the Organization on all financial management matters at the Executive Board and General Conference meetings, and in other fora with UNESCO Member States as well at meetings of the subsidiary organs of the United Nations Chief Executives Board (CEB) and with regard to relations with the Host Country and Member States on financial matters;
- **Funds Management:** Manage and receive all funds of the Organization as well as collect revenue for all sources of funds. For the regular budget, this involves assessment of Member States through establishment of documentation and letters with detailed calculations; acknowledgement of receipt and follow-up letters. For voluntary contributions, revenue is collected as authorized through agreements with funding sources, applying judgement on methodologies as appropriate;
- **Investment of Funds, Banking and Insurance:** Oversee investment of cash surpluses, which requires elaboration of policy guidelines, development of forecast to identify amounts available for investment and negotiation of best interest rates compatible with security considerations. The incumbent will control the management of all banking operations for the Organization, which requires negotiation of conditions, establishment of accounts, designation of authorized signatories, reconciliation of balances and relations with

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply.*

*Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.*

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

officers of banks. In addition, the incumbent will negotiate loans, in accordance with the authority granted to the Director-General by the General Conference;

- **Data Management:** Ensure accurate and relevant financial data in UNESCO for purposes of stakeholders e.g. UNESCO's transparency portal;
- **Control of Expenditure:** Oversee the management and disbursement of all funds of the Organization and the control of its expenditure;
- **Payroll Management:** Establish and maintain a payroll system to ensure proper calculation and timely payment of staff members and temporary staff;
- **Accounts:** Establish and maintain such accounting records as are necessary to record all financial transactions in accordance with the requirements of the Financial Regulations and Rules of the Organization. Prepare statements of accounts and financial reports under the Financial Regulations for audit by the External Auditor and for submissions to the Executive Board and General Conference;
- **Audit:** Ensure the timely implementation of external/internal audit recommendations and act as a focal point for the External Auditor within the Organization;
- **Cost recovery:** establish and implement cost recovery policies, optimize and evaluate cost recovery methods and solutions;
- Continuously keep up-to-date on major trends and best practices in his/her area of responsibility, advising on the key measures which lead to optimal use of the Organization's financial resources and implement appropriate best practices, as well as oversee the management of continuous change programmes including coaching and training of staff.

## COMPETENCIES

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

### **Core Competencies**

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

### **Managerial Competencies**

- Driving and managing change
- Strategic thinking
- Making quality decisions
- Building partnerships
- Leading and empowering others
- Managing performance.

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

## REQUIRED QUALIFICATIONS

### **EDUCATION**

- Advanced university degree in management, finance or accounting.

### **WORK EXPERIENCE**

- At least fifteen (15) years of progressively responsible professional experience in key areas of financial management, e.g. budget management, risk-based internal control systems, integrated financial systems, financial reporting under IPSAS and/or IFRS financial management, of which seven (7) years as Finance Director/Controller or equivalent in a leading, large and complex international organization.
- Experience in managing large multinational teams in different duty stations.
- Extensive experience in financial strategic planning and execution.

### **SKILLS/COMPETENCIES**

- Knowledge of, and commitment to, the Organization's mandate and vision.
- Knowledge of contracting, negotiating and change management.
- Knowledge of finance, accounting, budgeting and cost control principles.
- Knowledge of automated financial and accounting reporting systems.
- Ability to analyse financial data and prepare financial reports, statements and projections.
- Demonstrated ability to direct change processes at the substantive and management levels within large institutions (private and/or public).
- Ability to act as a business partner to ensure Finance supports the successful implementation of UNESCO programmes.

### **LANGUAGES**

- Excellent knowledge of English or French with working knowledge of the other.

## DESIRABLE QUALIFICATIONS

### *EDUCATION*

- Membership of a Member State's recognized professional accountancy body (Chartered/Certified Accountant).
- Other certificates/trainings in financial management.

### *WORK EXPERIENCE*

- Experience in integrated financial management systems.
- Experience within the United Nations common system or similar international organization.

### *SKILLS/COMPETENCIES*

- Skills and knowledge should include a solid understanding of global operational risks in the field of finance.

### *LANGUAGES*

- Good knowledge of other UNESCO official languages – Arabic, Chinese, Russian and Spanish.

## ASSESSMENT

An assessment exercise may be used in the evaluation of candidates.

## BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars. They consist of a basic salary and a post adjustment, which reflects the cost of living in a particular duty station, as well as exchange rates. Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO applies a zero tolerance policy against any form of harassment.

Please note that UNESCO is a non-smoking Organization.



**Representation of Member States in posts subject  
to geographical distribution as at 1 January 2019**

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
Argentina	Afghanistan	Antigua and Barbuda	Andorra
Belgium	Albania	Australia	Angola
Benin	Algeria	Belarus	Armenia
Bulgaria	Austria	Belize	Bahamas
Burkina Faso	Azerbaijan	Bhutan	Bahrain
Cameroon	Bangladesh	Bosnia and Herzegovina	Barbados
Denmark	Bolivia (Plurinational State of)	Botswana	Brunei Darussalam
Ethiopia	Burundi	Brazil	Cabo Verde
France	Cambodia	China	Central African Republic
Gambia	Canada	Comoros	Chad
Greece	Chile	Cook Islands	Dominican Republic
Italy	Colombia	Dominica	El Salvador
Lebanon	Congo	Egypt	Equatorial Guinea
Mexico	Costa Rica	Eritrea	Gabon
Morocco	Côte d'Ivoire	Estonia	Guatemala
Nepal	Croatia	Eswatini	Guyana
Romania	Cuba	Fiji	Iceland
Senegal	Cyprus	Georgia	Kiribati
South Africa	Czechia	Ghana	Kuwait
Spain	Democratic People's Republic of Korea	Grenada	Lesotho
Tunisia	Democratic Republic of the Congo	Guinea	Luxembourg
	Djibouti	Guinea-Bissau	Malta
	Ecuador	Haiti	Marshall Islands
	Finland	Hungary	Mauritania
	Germany	Indonesia	Micronesia (Federated States of)
	Honduras	Iran (Islamic Republic of)	Monaco
	India	Iraq	Nauru
	Ireland	Kazakhstan	Niue
	Jamaica	Kyrgyzstan	Palau
	Japan	Liberia	Panama
	Jordan	Libya	Rwanda
	Kenya	Malawi	Saint Vincent and the Grenadines
	Lao People's Democratic Republic	Maldives	Samoa
	Latvia	Mongolia	Solomon Islands
	Lithuania	Montenegro	Somalia
	Madagascar	Myanmar	South Sudan
	Malaysia	Nigeria	Sri Lanka
	Mali	Papua New Guinea	Suriname
	Mauritius	Peru	Tajikistan
	Mozambique	Poland	Timor-Leste
	Namibia	Qatar	Tonga
	Netherlands	Russian Federation	Tuvalu
	New Zealand	San Marino	United Arab Emirates
	Nicaragua	Sao Tome and Principe	Vanuatu
	Niger	Saudi Arabia	
	Norway	Serbia	
	Oman	Sierra Leone	
	Pakistan	Singapore	
		Slovakia	

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Nil</b>
	Palestine	Slovenia	
	Paraguay	Sudan	
	Philippines	Sweden	
	Portugal	Switzerland	
	Republic of Korea	Thailand	
	Republic of Moldova	Turkey	
	Saint Kitts and Nevis	Turkmenistan	
	Saint Lucia	United Republic of Tanzania	
	Seychelles	Uruguay	
	Syrian Arab Republic	Venezuela (Bolivarian Republic of)	
	The former Yugoslav Republic of Macedonia	Yemen	
	Togo		
	Trinidad and Tobago		
	Uganda		
	Ukraine		
	United Kingdom of Great Britain and Northern Ireland		
	Uzbekistan		
	Viet Nam		
	Zambia		
	Zimbabwe		