

ASSOCIATE FINANCE & ADMINISTRATIVE OFFICER

**Sector for Administration and Management (ADM), Section for Administrative Support (ADS)
UNESCO Field Office**

The Sector for Administration and Management provides operational/management services and solutions for UNESCO to achieve programme results, safeguarding UNESCO's accountability vis-à-vis Member States and other relevant partners.

In UNESCO's Field Offices, the Finance and Administrative Unit establishes and maintains efficient administrative systems and control mechanisms to support the smooth running of the Office's operations and ensure compliance with administrative, human resources and financial rules and procedures.

The **Associate Finance and Administrative Officer** will assist in providing a range of financial and administrative management support activities to Field Offices and participate in Finance and HR operational activities with a view to developing knowledge and expertise. In particular, the incumbent shall advise and support Field administrative staff on all administration, budget, financial, human resources, premises-related matters. It includes advising staff on financial transactions and monitoring of Field Offices' fixed assets. The position also includes advising on issues relating to local UN harmonization and alignment of financial management and human resources management.

Education – Advanced university degree (Master's degree or equivalent) in finance, business administration or accounting, or related fields. Specialized training or courses in one or more of the following disciplines would be an asset: finance, human resources, accounting.

Technical knowledge – Practical knowledge of Enterprise Resource Planning (ERP) and financial, HR and administrative management tools. Understanding of general administrative services.