

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris, France

Organizational Unit: Education Sector, Executive Office, Unit for Financial Management and Administrative Support (ED/EO/FMS)

Supervisor: Ms. Kirimoke Drollett, Chief Finance & Administrative Officer

DESCRIPTION OF THE TRAINEESHIP

Under the direct supervision of the Finance & Administrative Officer in the Education Sector, the incumbent shall provide assistance and support to a range of financial management and administrative tasks to ensure overall compliance with the rules and regulations of the Organization. In particular, the incumbent will:

- Provide assistance in the preparation of monthly/ad hoc reporting of budgetary and financial information on the Education Sector to support informed decision-making.
- Contribute to the regular monitoring, follow up and review of unliquidated obligations such as contracts, travel, meeting/conferences and other expenditures.
- Participate in the establishment of an internal fixed asset database to ensure and maintain proper management through identification, good record keeping and regular reporting.
- Provide assistance with the organization of internal training sessions related to financial management and update the training materials as required.
- Serves as a focal point for incoming queries and other communication. Also, assist with drafting correspondence and internal procedural directives related to financial and administration matters.
- Performs other related work and provide assistance with tasks as required.

REQUIRED QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent degree) in business or public administration, finance, accounting or related area.

Work Experience (if needed):

Experience in financial management, public administration or related area. Work experience in accounting would be an asset.

Language skills:

- Excellent knowledge of English or French; good working knowledge of the other language would be an asset.
- Knowledge of another UN official language is an advantage.

Competencies and skills:

- Professionalism: Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Ability to identify issues, formulate opinions, make conclusions and recommendations with good written skills.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and tailors language, tone, style and format to match audience; Strong analytical and writing skills; demonstrates openness in sharing information and keeping people informed.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; willing to learn from others and to work under tight deadlines; supports and acts in accordance with final group decision.

LEARNING OBJECTIVES

- Understand the administrative rules and regulations of UNESCO.
- Gain practical knowledge on the administrative and financial procedure within a United Nation's agency.
- Ability to deliver work within set timelines and consistent with agreed approach and specific instructions.
- Works effectively with people with diverse backgrounds in a dynamic and multi-cultural environment.
- Acquire a broader familiarity with the Education Sector and UNESCO as an International Organization.