

(Only candidates resident in Kazakhstan may apply for this post.).

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| Title: | Senior Administrative Assistant |
| Domain: | Administrative Unit |
| Post Number: | 4KZBFM0705RP |
| Grade: | G7 |
| Organizational Unit: | UNESCO Almaty Cluster Office |
| Primary Location: | Almaty, Kazakhstan |
| Type of contract: | Fixed Term |
| Annual salary: | 7 023 000 KZT |
| Duration of contract: | 2 years with possibility of extension up to 5 years maximum. |
| Deadline (midnight, local time): | 5 June 2017 |
| Application to be sent to: | almaty@unesco.org (UNESCO CV with cover letter) |

OVERVIEW OF THE FUNCTIONS OF THE POST

The incumbent of this post leads, plans and supervises the work of support staff of the Administrative Unit of Almaty Office to ensure efficiency and being in line with UNESCO Rules and Regulations. He/she oversees the support work of the office to ensure that established quality standards are met.

Work typically involves the coordination and supervision of administrative personnel providing accounting, financial, HR, logistical and other administrative support services and involves overall accountability for service and quality delivery. The incumbent reports to Director of the Almaty Office and has a functional reporting line to the Chief Financial Officer (CFO). The incumbent operates with a high degree of independence in carrying out the work, designing and delivering services.

Duties and Responsibilities:

- Advise and support the Director of Office and staff on all administration, budget, financial, human resources, premises-related and security matters within the Office.
- Ensure compliance with UNESCO policies, rules, regulations and procedures in terms of financial and HR, as well as with provision of the Host Country Agreement.
- Provide financial accountability, control, reports and analysis on financial status with respect to the funds administered by the Office establishing and maintaining ledgers and accounting records. Approve and certify disbursements up to an authorized level and in compliance with rules, regulations and procedures.
- Ensure local banking arrangements are compliant with local financial and banking regulations and UNESCO policy.
- Provide information, explanations and guidance to Office Director and managers on the applicable rules, procedures and practices in the area of contractual arrangements, recruitment and appointment, post management, performance assessment, training, entitlements and personnel actions. Review, maintain and update personnel and post information records and files.
- Supervise activities concerned with office, premises equipment, furniture and vehicles. Ensure appropriate and up to date insurance coverage for premises, vehicles and equipment. Maintain proper inventory, filing and recording systems.
- Represent Office in the OMT. Assist Director of Office in follow up of UNDSS recommendations.
- Additional activities that may be required to ensure the success of the work team.

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical/vocation education.

WORK EXPERIENCE

- At least 10 years of progressively responsible professional experience in the areas of administration, finance and/or accounting.

SKILLS/COMPETENCIES

- Strong analytical and problem-solving skills.
- Good organizational, coordination and analytical skills.
- Ability to work independently, to take initiative and to establish priorities.
- Good interpersonal and communications skills; strong service orientation and ability to deal efficiently with partners at different levels.
- Ability to interpret rules and administrative guidelines and to solve routine and non-routine issues in the field of Human Resources, Finance, and Budget.
- Utmost integrity, confidentiality, commitment and reliability.
- Discretion, diplomacy and politeness.
- Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners.
- Strong IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint etc.); knowledge in handling of web-based management systems.

LANGUAGES

- Excellent knowledge of English and Russian and/or Kazakh.

DESIRABLE QUALIFICATIONS

EDUCATION

- Specialized training/certification in Finance, Business Administration, Accounting or related field.

WORK EXPERIENCE

- Working experience within UNESCO or UN agencies.

SKILLS/COMPETENCIES

- Knowledge of UNESCO's financial and administrative rules and practices.
- Good knowledge of UNESCO's administrative and informatics tools (SAP, DUO, etc.).
- Good knowledge of on-line banking.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are paid in local currency (Kazakh tenge). Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a non-smoking Organization.

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

HOW TO APPLY

To apply, please submit your application letter and the Official UNESCO CV Form in English to the UNESCO Almaty Cluster Office, 67 Tole bi street, 4th floor, 050000 Almaty, Kazakhstan or by e-mail almaty@unesco.org.

The deadline is 5 June 2017 at midnight (local time).

Please note that only short-listed applications will be contacted.