



Post Title: **Head of Unit (Budget and Finance)**
Domain: Administration and Operations, Budget and Finance Unit
Post Number: 1ITSC 0893TP
Grade: P-3
Organizational Unit: International Centre for Theoretical Physics (ICTP)
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Fixed-Term
Deadline (midnight, Paris time): **11-AUG-2023**

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers.

Under the direct supervision of the Senior Operations Officer, the incumbent ensures that financial rules and regulations are observed, S/he will supervise the staff in the Unit responsible for financial and budget management. Essential responsibilities include:

Financial Management, Accounting and Budget Management

- Ensure that financial rules and regulations and IPSAS are applied;
- Prepare the annual Financial Statement in consultation with UNESCO Bureau of Financial Management
- Provide advice to ICTP stakeholders on accounting and budgets matter;
- Ensure accurate and timely financial reporting within the established UNESCO frameworks;

Contributions Management

- Ensure that contributions from members of the tri-partite agreement between IAEA, UNESCO and the Italian Government are received and registered, ensure follow-up with the parties of agreement
- Supervise processing and review of all voluntary contributions, review all draft donation letters and agreements, provide advice on non-standard agreements;
- Monitor the progress of programmes and projects which received voluntary contributions and ensure appropriate that reporting
- Manage and review donor reporting in collaboration with the project lead

Audit Matters

- Collaborate with External Auditors during the annual financial audit and internal auditors and follow up on recommendations.

Unit Supervision

- Lead a specialized team responsible for several areas of financial management, establishing work objectives, performance standards, monitoring performance and ensuring the high level of service delivery.
- Create an enabling and motivating working environment; Ensure the smooth work of the unit, providing guidance and training to team members/colleagues and identify developmental opportunities.

COMPETENCIES

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

- Accountability
- Communication

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

For detailed information please consult the **UNESCO Competency Framework** (https://en.unesco.org/sites/default/files/Competency%20Framework_E.pdf)

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced University degree (Master's degree or equivalent) in Finance, Economics, Business Administration or a related field.

WORK EXPERIENCE

- A minimum of 4 years of relevant professional experience in accounting, finance, budget, business administration or related area, of which preferably 2 years acquired at international level
- Experience in ensuring compliance with the financial regulations and IPSAS
- Demonstrated professional experience in multiple specialized financial areas and internal control operations
- Experience in managing and supervising teams, dealing with auditors in the field of Finance, Budget and Accounting
- Experience with budget and accounting modules of Enterprise Resource Planning (ERP) and finance systems such as ORACLE or SAP

SKILLS/COMPETENCIES

- Ability to collaborate effectively within a multicultural environment with sensitivity and respect for diversity
- Excellent analytical skills. Ability to collect, synthesize and analyse information from various sources
- Ability to communicate effectively on complex finance and budgetary matters in English

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Relevant professional experience acquired at international level
- Experience in a scientific organization or educational institution
- Experience to draft and finalize IPSAS compliant Financial Statements and collaborate with Auditors

LANGUAGES

- Knowledge of Italian.
- Knowledge of another official UNESCO language (Arabic, Chinese, French, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 79 764 US \$.

For more information in benefits and entitlements, please consult [ICSC website](#) and [UNESCO's career website](#).

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. No modifications can be made to the application submitted. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet* > *Tools* > *HR Apps* > [Careers](#). If you are working remotely, you should connect to Careers portal through connect.unesco.org

For all other candidates: <https://careers.unesco.org>

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.

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