



Post title **Administrative Officer**  
Organisational unit **UNESCO Office in Khartoum**

Duty station Khartoum, Sudan  
Grade P1/P2  
Post number AR/RP/SUD/BFC/0005

FOR STAFF MEMBERS OF UNESCO  
ONLY

Closing date **12 October 2007**

**Purpose of post** Ensure the smooth running of the administrative unit which is responsible for all administrative, human resources management, financial and budgetary aspects of the Field Office.

**Main responsibilities** Under the overall supervision of the Head of UNESCO Office in Khartoum and Juba Azzanna, and the functional guidance of BFC, the incumbent shall be responsible for the following tasks:

- Assist the Head and professional staff in the preparation and co-ordination of financial activities; verify, monitor budget and expenditure. Acting as certifying officer, within the authority delegated by the Comptroller.
- Assure the conformity of expenditure with the approved work-plans or project documents. Manage the running costs and all decentralized budgets by ensuring availability of funds, control and monitoring of expenditures and ensuring timely settlement of bills.
- Participate in the preparation and co-ordination of the programme and budget documents (C/5). Control budgetary implementations; prepare, computerize and follow-up allotment requests, allotment transfers and work-plan amendments.
- Assist the Head of Office and professional staff in the preparation and co-ordination of financial activities. Provide advice to management on action to be taken.
- Keep an up-to-date organisational chart and personnel files; prepare related forms, reports and correspondence. Provide explanations to the staff on rights and duties and on all administrative steps and procedures, in accordance with UNESCO staff rules and regulations.
- Advise and assist management and staff on human resources and administrative matters, analysing and evaluating individual cases, obtaining and compiling backgrounds and factual information and taking or recommending appropriate actions in conformity with UNESCO rules and regulations.
- Act as security and safety focal point for the staff and premises by liaising with the responsible agencies/officials on all related security and safety issues, assisting in related meetings as required, preparing summary records and following-up on appropriate recommended action.
- Maintain close liaison with the Central Services of the Headquarters/Secretariat (e.g. BB, DCO, HRM) and other UN agencies in the duty station on overall administration and security issues.

- Profile**
- University degree, preferably at advanced degree, in business administration, finance, accountancy, mathematics or related field.
  - Minimum of three years experience in administration, with UNESCO or with other United Nations agencies.
  - Strong analytical and problem-solving skills, as well as ability to interpret rules and administrative guidelines; ability to analyse and evaluate routine and non-routine human resources, financial, and budgetary issues; ability to be able to communicate effectively, (verbally and in writing) and be able to establish and maintain effective working relationships with senior management and with people of different nationality and cultural backgrounds; excellent presentation skills, initiative, discretion and maturity of judgement.
  - Good IT skills; knowledge of monitoring tools such as EXCEL, ACCESS is desirable; knowledge of SAP would be a clear advantage.
  - Excellent knowledge of English or French and good working knowledge of the other language. Knowledge of other working languages of the General Conference would be an asset.

**Conditions of employment** UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around US\$ 55,217 (US\$ 52,087 if without dependants) for P-1 and from around US\$ 69,753 (US\$ 65,425 if without dependants) for P-2, exempt from income tax. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy.

**How to apply** Only UNESCO staff members, holding fixed-term, indeterminate or temporary contracts, are eligible to apply for this post. Candidates should use UNESCO's online application system [RecruWeb](http://RecruWeb).