



Post Title: Senior Budget Assistant
Domain: Budget and Finance Unit
Post Number: 1ITSCPA 106TP
Grade: GS-6
Organizational Unit: Abdus Salam International Centre for Theoretical Physics
Primary Location: Trieste, Italy
Recruitment open to: Internal and external candidates
Type of contract: Project Appointment (1 year)
Deadline (*midnight Trieste time*): **2 June 2022**

DEADLINE EXTENDED

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. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

In collaboration with the direct Supervisor, the incumbent shall review the existing budget planning and reporting processes, propose improvements to streamline, document and implement the revised processes. Essential responsibilities include:

- Review existing processes for planning and executing of the ICTP budget, gathering the necessary feedback from the Allotment Holders. Propose improved/streamlined procedures and secure the necessary approvals. Lead the implementation of the new procedures, providing guidance to Allotment Holders, junior colleagues in Budget and Finance Unit and other staff involved in budget planning and execution.
- Provide support to the preparation of the budget plan and verify whether relevant data is updated.
- Enter the approved budget allotments into the system and ensure necessary sign-off.
- Monitor and control the budget based on the planned and current expenses, and report deviations and differences periodically.
- Create Fund Reservations upon request and ensure that the proper process and approvals are in place.
- Support the preparation of the annual Carry Forward, testing and performance of the Carry Forward.

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

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum eight (8) years of working experience in budget management, finance, accounting or a related area.
- Experience with the Enterprise Resource Planning (ERP) and finance system such as Oracle or SAP.
- Experience with International Public Sector Accounting Standards (IPSAS).

SKILLS/COMPETENCIES

- Strong emphasis on accuracy and detail.
- Very good analytical and problem-solving skills, with ability to identify issues and provide options.
- Experience with data analysis, reconciliations and reporting.
- Discretion, initiative and service-oriented attitude to provide high quality and timely support and services.
- Ability to prioritize, plan and organize own work in order to respect deadlines.
- Sense of integrity, confidentiality, commitment and reliability.
- Knowledge of standard office computer applications (MS Office, etc.).
- Ability to work quickly and efficiently under pressure, with minimum supervision, and to sustain limited periods with workload peaks.

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Training in budget management.

WORK EXPERIENCE

- Experience in an international environment.

LANGUAGES

- Good knowledge (spoken and written) of Italian.
- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish).

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation. Initial duration of contract is 12 months, renewable subject to satisfactory performance and availability of funds.

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.

For more information in benefits and entitlements, please consult ICSC 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. UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

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. E-mail: personnel_office@ictp.it, phone: +39-040-2240-595/596/695