



The Abdus Salam

# International Centre for Theoretical Physics



**Post Title:** Budget and Finance Assistant

**Domain:** TWAS Administration Unit

**Post Number:** 1ITSC1052VC

**Grade:** GS-5

**Organizational Unit:** The World Academy of Sciences (TWAS)

**Primary Location:** Trieste, Italy

**Recruitment open to:** Internal and external candidates

**Type of contract:** Fixed Term (two years)

**Deadline (midnight Trieste time):** 17 June 2022

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

The World Academy of Science (TWAS) is a UNESCO Programme and has its office at Trieste Italy. TWAS organizes and manages various programmes (fellowships, grants, awards) and conferences/meetings. TWAS hosts the Organization for Women in Science for the Developing World (OWSD) and The Inter Academy Partnership (IAP). The Budget and Finance Office manages all financial, budgetary and contractual aspects of TWAS and the hosted organizations. All instructions as provided by the Administrative Manual are applied and monitored. There is an intense collaboration with the Bureau of Financial Management (BFM), Bureau of Strategic Planning (PSP) and other central offices at UNESCO in Paris.

The Office provides reports regarding budgets, spending and the endowment fund to the TWAS Director, TWAS Steering Committee and TWAS Council. The Office provides support to the Programme Managers and the hosted organizations.

Reporting to the Interim Head, TWAS Budget, Finance and Administration, the incumbent is the focal point within the office for budget matters and monitors the TWAS budget. The incumbent supports the TWAS Programme Specialists and hosted organizations on budget and accounting matters. The incumbent performs accounting tasks and acts as Certifying Officer.

The incumbent will represent the Administration Unit and will perform the following duties:

- Be the focal point within the Budget and Finance Office for all TWAS budget matters in collaboration with the Bureau of Strategic Planning (BSP). Monitor and track the TWAS budget and commitments and prepare all documents via BSP and other offices to be presented to the Director TWAS, TWAS Steering Committee and TWAS Council.
- Review draft donor agreements and provide preliminary advice related to UNESCO rules and regulations to the Programme Specialists before presenting the documents to the Science Sector and other offices.
- Collaborate with the Programme Specialists in order to define the detailed budget plans and monitor them at Work Breakdown Structure (WBS) level. Communicate requested budget adjustments to the UNESCO offices and follow them up. Provide support to the Programme Specialists and other key stake holders on accounting and budget related matters.
- Perform activities related to the monthly closure in the accounting system and collaborate with BFM related to the annual closure; manage the petty cash account; reconcile the bank statements.
- Receive requests of commitments from Programme Specialists and Administration and create the relevant commitments in the system. Perform verifications and certification of Purchase Orders and prepaid airline tickets. Act as Certifying Officer.
- Perform additional activities that may be required to ensure the success of the work team.

## 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_framework_e.pdf)  
[https://en.unesco.org/sites/default/files/competency\\_framework\\_e.pdf](https://en.unesco.org/sites/default/files/competency_framework_e.pdf)

## REQUIRED QUALIFICATIONS

### **EDUCATION**

- Completed secondary, technical and/or vocational school

### **WORK EXPERIENCE**

- Minimum five (5) years of relevant 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.
- Knowledge of standard office computer applications (MS Office, SAP, etc.), with proficiency in Power Point and Excel.
- Ability to prioritize, plan and organize own work in order to respect deadlines.

### **LANGUAGES**

- Excellent knowledge of English (written and spoken).

## DESIRABLE QUALIFICATIONS

### **WORK EXPERIENCE**

- One year of experience in an international environment.

### **LANGUAGES**

- Knowledge of Italian.
- Knowledge of another official UNESCO 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.

## 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](#) and [UNESCO's career website](#).

## MORE INFORMATION

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](http://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](mailto:personnel_office@ictp.it), phone: +39-040-2240-595/596/695

**AN ASSESSMENT EXERCISE MAY BE USED IN THE EVALUATION OF CANDIDATES.**