

- Title:** Project Officer (Programme Development and Financial Operations Officer)
- Domain:** Finance and Budget Management
- Grade:** P3
- Organizational Unit:** EFA Global Monitoring Report (ED/GMR)
- Duty Location:** Paris, France
- Type of contract:** Project Appointment
- Annual salary:** Approximately 96,491 USD (without dependents)
Approximately 103,371 USD (with dependents)
- Deadline (midnight, Paris time):** **31 August 2014**
- Application to be sent to:** gmrpost@unesco.org, UNESCO CV ([CV Form to be used](#)) with a cover letter making reference to post (ED/GMR)

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

The annual Education for All Global Monitoring Report (GMR) is the world's foremost publication on education. It monitors progress towards the Education for All (EFA) goals agreed at the World Education Forum in Dakar (Senegal) in 2000, identifies promising education policies, and analyses a major theme.

The GMR is seeking to recruit a Project Officer (Programme Development and Financial Operations Officer).

II. Duties and requirements

The Programme Development and Financial Operations Officer will be in charge of financial operations of the Report, ensuring budget management and supporting project and team operations, in particular in relation to contracting and procurement. In that connection he/she will:

- Advise the GMR team on all budget, financial, and related matters, including the development and maintenance of tools, models, and scenarios;
- Oversee contracting ensuring that operations are streamlined and timely;
- Oversee procurement plan for various contracting activities, including bidding process, vendor evaluations, and the establishment of long term agreements, etc.;
- Coordinate budget planning, formulation and allocation processes, and monitor funding, ensuring that financial resources are properly accounted for;
- Preparing regular monitoring and evaluation reports of the GMR and its outreach both for internal development purposes, as well as to improve transparency and accountability to its partners;
- Provide regular financial reports and budget forecasts;
- Ensure that financial transactions and expenditures take place in accordance with UNESCO's Financial Regulations, Rules, Policies, and Procedures;
- Provide support in fundraising, including developing grant applications, and in the implementation of activities organized jointly with GMR partners, particularly to ensure financial efficiency.;
- Designing and implementing an annual GMR marketing plan including analysis on marketing channels and related trends.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master or equivalent) in the fields of finance, accounting, business, economics, or other related discipline.

WORK EXPERIENCE

- At last 4 years of work experience in resource management or project management (with budget responsibility), accounting or finance. At least 2 years at international level.

SKILLS/COMPETENCIES

- Advanced knowledge of Excel and Microsoft Office suite.
- Ability to work with business management software such as SAP.
- Excellent writing and presentation skills.
- Ability to keep deadlines and work under pressure.
- Ability to maintain effective working relations within a multi-cultural environment and to work effectively in a team environment.
- Capacity to work independently with integrity.
- Ability to keep confidentiality.

LANGUAGES

- Excellent knowledge of English

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Additional experience in the field of fundraising, marketing, and monitoring and evaluation would be an advantage.

LANGUAGES

- Good knowledge of other UN working languages, particularly French or Spanish.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates.

Other benefits include: 30 days annual leave, family allowance, home travel, education grant for dependent children, pension plan and medical insurance.

Please note that UNESCO is a non-smoking Organization.

How to apply

To apply please send your application directly to the Education for All Global Monitoring Report, Education Sector, UNESCO, 7 place de Fontenoy, 75352 Paris 07-SP, France, or by Email gmrpost@unesco.org. Candidates must send application letter and UNESCO CV ([CV Form to be used](#)) in English.

Only shortlisted candidates will be contacted.

Women candidates are strongly encouraged to apply, as well as nationals from developing countries.

For more information on the EFA Global Monitoring Report, consult our website:

<http://www.efareport.unesco.org>.