



UNESCO contributes to peace and human development by furthering international cooperation through its programmes in education, sciences, culture and communication. Our overriding goal is to respond effectively to present and future challenges, and to ensure a better world for future generations. With its 188 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of 55 Offices and several Institutes.

Please be informed about a SC contract opening for our Office, for which written applications with Curriculum Vitae, will be accepted up to the closing date.

UNESCO Brasilia Office is recruiting for

Post: **Finance Assistant**
Based: Brasilia Office
Closing date: **03 May 2009**
REF: **FA/TRS/01/09**
Recruitment: External/Internal

Purpose of post: Under the authority of the Director of the Office, the supervision of the Deputy Director for Corporate Services and the direct supervision of the Head of the Unit, following the Table of Delegated Authority and Accountability, the incumbent will perform moderately specialised accounting, budgetary and financial tasks in compliance with UNESCO rules and regulations.

Main responsibilities: - Assist the Chief of Treasury in the control of the financial tasks executed by UNESCO Brasilia Office, including Banking and Credit Card Company contracts (e-commerce), payment transfers, financial reports, currency exchange and others financial issues; - Contact with UNESCO Headquarters and Field Offices regarding financial matters; - Contact with partners, donors, stakeholders and banks – local and overseas – to resolve problems regarding payment transfers; - Assist and provide information to Project personnel and internal staff on issues related to payments, bank transfers, remittances, donations and project balance; - Identify incoming payments in bank statements, posting it on UNESCO's Finance System on a daily basis; - Monitor UBO's Investments on a daily basis, take appropriate corrective actions to assure that the portfolio is in compliance with UNESCO guidelines and make high quality and accurate management report on UNESCO investment performance; - Draft periodical reports on the economic situation of the Fund managers (banks) and the bonds issuers to support decisions made by the Chief of Treasury, Director of UBO and the Comptroller of the Organization; - Perform other duties as required.

Profile: Completion of Secondary education. Relevant University Degree desirable. Knowledge of Accounting, Finance or any related field desirable. Knowledge of the relevant UNESCO regulations, rules and procedures will be an asset. Three (3) years of progressively responsible experience in finance and accounting, including the use of automated financial management systems to record data and run reports. Experience with international organizations and SAP knowledge are desirable. Ability to operate equipment used to maintain accounts (calculator, computer, etc.); sound computational and mathematical abilities; good knowledge of computer software packages (e.g. Microsoft Windows, Office etc). Profile competence required: - Ability to communicate effectively, - Aptitude to work in a team, often under difficult circumstances. - Knowledge on internet use and excellent knowledge of English and/or French and Portuguese.

Conditions of employment: Gross Monthly salary of **3.946,42** Reais. The contract will have a probationary period of 30 days. Renewal of contract will be subject to satisfactory service.

How to apply: Candidates should send application to UNESCO Human Resources Unit in Brasilia, by e-mail: trabalheconosco@unesco.org.br or by mail to UNESCO Brasilia Office address: SAS - Quadra 5 – Bloco H - Lote 6 Ed. CNPq/IBICT/UNESCO - 9º andar, CEP: 70.070-914 – Brasília /DF – Brazil, attaching an updated Curriculum Vitae (on the official UNESCO form preferably).

POST TITLE AND REF NUMBER (FINANCE ASSISTANT, FA/TRS/01/09) MUST BE MENTIONED IN THE SUBJECT OF THE APPLICATION.

Issue date: 21/04/2009