

**Title:** Administrative Assistant  
**Domain:** BFM  
**Grade:** G5  
**Post Number:** 4BDBFM0702RP  
**Organizational Unit:** FU/DHA  
**Duty Station:** Dhaka  
**Type of contract:** Fixed-Term  
**Recruitment open for:** Only candidates entitled to work in Bangladesh can apply for this post  
**Annual salary:** 1.235.722 takas  
**Deadline (midnight, Paris time):** 07 December 2019

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

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### Overview of the functions of the post

Under the overall delegated authority of the Director of the Office and the direct supervision of the Finance and Administrative Officer, the incumbent provides a series of administrative support services in compliance with UNESCO Rules and Regulations, practices, standards and procedures:

#### General Accountabilities:

- Acts as Certifying Officer up to the level delegated by the CFO;
- Drafts and prepares, routes correspondence, memoranda and non-substantive reports;
- Maintains confidential and general files as well as establish reference system and monitoring;
- Assists in the preparation of budgetary and financial reports, statistics or projections for use of managers;
- Review draft reports, verify overall accuracy, consistency and uniformity in presentations;
- Cross-check consistency of figures;
- Assists to supervise activities related to office maintenance, security, transport and similar services;
- Provides guidance and interpretation on non-complex administrative rules, regulations and procedures.

#### Finance and budget:

- Assists and inform the AO financial status by using the management information system and reporting;
- Codes, records and reconciles accounting transactions;
- Verifies and process payments;
- Maintains specific accounts, calculate and compile financial data, prepare routine reports;
- Generates expenditure reports from SAP;
- When required, provides assistance and guidance to staff on basic financial procedures, requirements related to payments and also on banking and currency provisions;
- Acts as an alternative Focal Point and assist AO in Bank Reconciliation;
- Follow up on bank documents.

#### Budget Accountabilities:

- Monitors and controls commitments and expenditures;
- Prepares detailed cost estimates and other data for use in budget analysis and proposals;
- Keeps track of budget levels and alerts AO and concerned managers to avoid potential shortfalls in funds (Validates information and identifies any errors or irregularities);
- Generates expenditure reports from computerized information system databases;
- Compiles financial data;
- Assists in preparation, cost estimation and finalization of budget reports, carry out preliminary analysis of variances between budgets and actual expenditures and cross checking consistency of figures;
- Reviews overall accuracy and consistency of draft financial reports. Identifies any other anomalies, errors, alerts AO and undertakes transactions to correct errors/omissions.

#### HR Accountabilities:

- Assists the AO in HR related administrative matters;
  - Drafts documents for personnel actions, follows up on coming HR actions and maintains data base;
  - Drafts routine documents for personnel actions;
  - Retrieves HR related data from STEPS, TULIP etc.
  - Process salaries, entitlements, claims, non-staff contracts etc. as per he established guidelines and procedures;
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- Provides assistance, advice and briefings to newly arrived staff, experts and consultants on basic procedures and on issues related to visas, identify cards, driving licenses and other necessary personnel-related documentation in accordance with requirements by the organization and host country (liaise with Ministry of Foreign Affairs);
  - Assists in pre-recruitment formalities and provide support on the conduct of the recruitment process (coordinates interview schedules, facilitate other processes and documentation).

**Logistics:**

- Shipment: makes arrangements, assist and advise on shipping; liaise with customs;
  - Procurement: assists in initiating procurement action, in the preparation of Purchase Orders and Contracts, monitor status of requisitions and maintain contact with suppliers;
  - Travel: assists and provide guidance in preparation of travel plans, review travel claims, prepare travel orders, issue travel advances;
- Security: assists in all security related matters. May liaise and cooperate with UNDSS on matters related to safety and security.
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## 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](#)

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## Required qualifications

Education

- Completed secondary and/or vocational education.

Work Experience

- A minimum of five (5) years of relevant professional work on administrative, financial and/or budget administration.

Skills and competencies

- Sense of integrity, confidentiality, commitment and reliability;
- Good analytical and problem solving skills;
- Ability to provide efficient, quality and timely support and capacity to work efficiently under pressure;
- Strong knowledge of MS office (Word, Excel, Outlook, PowerPoint) and database packages;
- Ability to work in diverse multi-cultural settings with sensitivity to the local context.

Languages

- Excellent knowledge of English (Spoken and written).
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## Desirable qualifications

Education

- Specialized training in Finance, Budget, Human Resources Management and/or Administration.

Work Experience

- Relevant experience in the UN/international organizations or similar organizations.

Skills and competencies

- Knowledge of UNESCO's business applications/systems/tools (SISTER, SAP, DUO, etc.).

Languages

- Knowledge of a local language.
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## Assessment

An assessment exercise may be used in the evaluation of candidates

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*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.  
UNESCO applies a zero tolerance policy against all forms of harassment.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

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## How to apply

Interested candidates with desired qualifications and skills should prepare their (i) letter of interest, (ii) CV in own format in English and (iii) CV using UNESCO CV standard form which is available at [https://en.unesco.org/gem-report/sites/gem-report/files/UNESCO\\_CV\\_Form.doc](https://en.unesco.org/gem-report/sites/gem-report/files/UNESCO_CV_Form.doc) and submit hardcopy of the documents in a sealed envelope to the Head of Office and UNESCO Representative to Bangladesh, House 122, Road 1, Block F, Banani, Dhaka-1213 along with the electronic version to [recruitment.dhaka@unesco.org](mailto:recruitment.dhaka@unesco.org) on or before **07 December 2019** (midnight, Dhaka time). Candidate are requested to indicate post title, number and name in the subjectline and on top of the envelope. Incomplete UNESCO CV will not be processed.

Due to the large number of applications received, only applicants short-listed for interview will be contacted.

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## Benefits and entitlements

UNESCO's salaries are paid in Local currency and are exempt from tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a no-smoking Organization.