Administrative and Financial Assistant BILT Project

The UNESCO-UNEVOC International Centre for Technical and Vocational Education and Training (TVET) in Bonn is currently looking for an Administrative and Financial Assistant for the BILT (Bridging Innovation and Learning in TVET) project.

- **Publication Date:** 07 July 2020
- **Title of post:** Administrative and Financial Assistant (BILT)
- **Deadline for application:** 9 August 2020
- **Duration of appointment:** 1 year, with the possibility of extension
- **Duty station:** Bonn, Germany
- **Preferred starting date:** as soon as possible
- **Payment:** The salary for this post is based on TVöD grade 9b (exempt from local taxation, but non-exempt from social security contributions)

Background

The UNESCO-UNEVOC International Centre assists UNESCO Member States to achieve high quality, relevant, lifelong and cost effective technical and vocational education and training for all. Its aim is to maximise learner’s prospects in the labour market. It creates synergies with UNESCO Headquarters, UNESCO Institutes/Centres and Field Offices; and works in close partnership with other international and national agencies in the field of technical and vocational education and training. The Centre is the main hub of the international UNEVOC Network made up of UNEVOC centres in UNESCO Member States.

The BILT (Bridging Innovation and Learning in TVET) project seeks to support TVET institutions in addressing the transformation challenges in the fields of "Greening TVET", "Entrepreneurship", "Industry 4.0" and "Migration and TVET". The project complements national developments to explore and support innovative, market-oriented and attractive TVET-careers/professions and inspires new modes of learning and cooperation in TVET. It leverages on the existing mechanism of the UNEVOC Network, initially with a focus on its European cluster, and eventually through bridging experiences and learning with other regions, most notably Asia-Pacific and Africa.
Roles and responsibilities

Under the direct supervision of the Administrative Officer and in coordination with UNESCO-UNEVOC’s BILT Project Management, the BILT Administrative and Financial Assistant will be responsible for providing a range of administrative support to the UNESCO-UNEVOC International Centre in general, but specifically to the BILT Project.

The tasks include, but are not limited to:

I. Administrative and Financial Management Support:
   • Process financial transactions as required, ensuring that they are in compliance with regulations, rules, policies and procedures;
   • Assist in monitoring the budget and project status of the BILT project and the preparation of project related financial reports;
   • Assist in the constant monitoring and reporting on the progress of implementation of all activities related to the BILT project from an administrative and budgetary point of view.

II. Contracts and Procurement:
   • Assist the BILT project team in the preparation of contracts, ensuring that they are in compliance with regulations, rules, policies and procedures;
   • Monitor contractual obligations and payments under the BILT project on a daily basis.

III. Meetings and Conferences:
   • Provide administrative support for meetings and conferences by:
     a) Assisting in making logistical arrangements;
     b) Facilitating all participant related travel arrangements in accordance with UNESCO rules and regulations and established procedures.

IV. Missions / Travel:
   • Coordinate and facilitate the BILT project team’s missions, ensuring the compliance with UNESCO rules and regulations as well as prevailing security requirements;
   • Assist in the preparation of travel claims and make follow up on missions and mission reports.

V. Other Tasks:
   • Provide support in implementing the objectives of the BILT project.
   • Attend to BILT related routine correspondence;
   • Any other task as assigned by the Administrative Officer/Director.
Requirements

- A university degree in one or more of the following disciplines: accounting, financial management, public administration, business administration or other related areas; or a completed vocational training in the related areas with professional experience in lieu;
- 1-2 years of experience in administration;
- Excellent command of written and spoken English;

Desired skills and experiences

- Excellent time management skills and ability to meet deadlines, also under pressure;
- Ability to undertake independent, self-directed work with minimal supervision;
- A good team player with strong interpersonal skills and the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to advise in a clear, impartial way, applying sound and independent judgment;
- Good communication and interpersonal skills;
- High level of computer literacy;
- Experience with the administrative system within the UN is an asset;
- Familiarity with UNESCO rules and regulations concerning administration, finance, and procurement, would be a distinct advantage;
- Knowledge of any other UN language and/or German is an asset;
- Experience with SAP R3 modules is highly desirable;

Application

All applications should contain a letter of motivation, a curriculum vitae, and a P11. Applications must be sent to unevoc.hr(at)unesco.org.

Qualified female candidates are especially encouraged to apply.

Closing date for applications: 24 July 2020

UNESCO-UNEVOC reserves the right to conduct a test as part of the recruitment process.

Please note

We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.

All travel, interview and relocation costs incurred to take up an appointment at the UNESCO-UNEVOC International Centre in Bonn are at the expense of the applicant. It is the candidate’s own responsibility to obtain a work visa if required.

UNESCO is a non-smoking organization.