



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 191 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **General Manager, USLS**

Organisational unit **UNESCO Staff Savings and Loan Service, ADM**

Duty station **Paris, France**

Grade **P-5**

Post number **ADM-977**

Closing date **29 May 2006**

Main responsibilities Under the supervision of the Deputy Assistant Director-General for Administration and Comptroller, the incumbent will manage UNESCO Staff Savings and Loan Service. In particular, he/she will:

- **Ensure the efficient management of the USLS Secretariat** (a) monitor savings and loans, cash flows and all accounts, the timely preparation of balance sheets and financial statements, the recruitment, supervision and career management of staff, contact with members and co-operation with all internal services of UNESCO involved in the work of USLS. (b) Supervise the Loans Officer and the loans procedures and distribution in accordance with the approved policy for granting loans. Supervise the negotiations with loans insurers. (c) Advise the Board on the update of the loans granting policy and related procedures.
- **Implement the investment policy** decided by the USLS Board of Management and approved by the Investment Committee: (a) maximize the financial returns on funds entrusted to the USLS without jeopardizing the security of investment by keeping constantly up to date on the development of the new financial instruments and procedures, and banking regulations; (b) participate, as appropriate, in meetings organized by professional societies grouping financial directors, treasurers, etc.; (c) advise at the Board of Management on revision of investment policy; (d) Supervise the Finance Officer in charge of short-term deposits and foreign exchange deals; (e) Organize the selection of portfolio managers in accordance to USLS investment policy. (f) Negotiate the management agreements and the operational framework within which USLS funds should be invested. Review on a quarterly basis, the state of the portfolio. (f) Ascertain that the managing teams have adhered strictly to the contractual terms and financial framework agreed upon. Evaluate annually the portfolio performance. (g) Decide on the purchase or sale of bonds and other commercial papers.
- **Ensure proper internal control systems** and compliance with policy rules and regulations: advise the Board of Management on general management of USLS in view to improve the performance of the USLS and to ensure its management in a controlled environment.
- **Act as Secretary of the Board of Management:** (a) coordinate the meetings; (b) attend, when necessary, the meetings of the Credit Committee and the Supervisory Committee and all subsidiary organs established by the Board of Management; (b) implement the Board of Management's decisions and report to the Board on the functioning of the USLS Secretariat and alerting it to any internal or external occurrence (administrative, financial or other) that might affect the USLS in any way.

- Profile**
- Relevant advanced university degree (finance, banking or business administration).
 - Ten years of international finance or banking experience including solid knowledge of asset management with at least five years at levels of increasing responsibility, preferably in a similar position.
 - Strong managerial/leadership skills; Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities.
 - Good IT skills including IT systems applied to finance.
 - Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations on key issues by clearly formulating positions on issues, articulating options concisely, conveying the maximum necessary information, making and defending recommendations.
 - Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
 - English and French; excellent knowledge of one and good knowledge of the other.

- Conditions of employment**
- UNESCO's salaries are calculated in United States dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start at around €90,400 (€83,900 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days' annual leave, home leave, an education grant for dependent children, a pension plan and medical insurance. The initial appointment will be for two years, with a probationary period of 12 months, and renewal of the contract is subject to satisfactory service. Please note that UNESCO is a non-smoking organization.

How to apply Candidates should use UNESCO's online application system at www.unesco.org/employment.

Non- or under-represented Member States as of March 2006 (please check at www.unesco.org/joining for the latest situation): Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bhutan, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Croatia, Cyprus, Djibouti, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Georgia, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Jamaica, Iceland, Indonesia, Iraq, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mongolia, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Portugal, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, South Africa, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam.