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HEAD, ACCOUNTS DIVISION (ITU/SG/FRMD/2012/P22)

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INTERNATIONAL TELECOMMUNICATION UNION



ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.

VACANCY NOTICE N° ITU/SG/FRMD/2012/P22

Date of Issue: 16 May 2012

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Applications from women are encouraged

Functions: Head, Accounts Division

Post Number: FI03/P5/281

Deadline for Applications (23.59 Geneva CH) : 16 July 2012

Duration of Contract: 2 years

Type of Appointment: Fixed-Term Appointment

Duty Station: Geneva, Switzerland

Grade: P5

Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureau of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

Organization Unit:

Within the General Secretariat, the Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

Duties / Responsibilities

In the Financial Resources Management Department, under the general supervision of the Chief of the Department, the incumbent as Head of Division, performs the following duties:

- Is responsible for organizing, managing, monitoring and overseeing the Union's accounts, including:
 - the Union's budgetary accounts, special accounts and accounts for voluntary funds;
 - the Union's insurance fund accounts;
 - debtors' accounts;
 - accounts payable;
 - the accounts of world and regional telecommunication exhibitions and forums;
 - travel section activities;
 - any other accounts that may be established as required.
- Prepares balance sheets for the above-mentioned accounts and liaises with external auditors in the course of their audits.
- Establishes and refines working methods and accounting procedures, bearing in mind the possibilities offered by information technology systems.
- Assists and deputizes for the Chief of the Department in his/her capacity as Secretary of the Budget Control Committee during ITU conferences.
- Participates in inter-organizational meetings and represents ITU at meetings on, among other things, accounting standards and the standardization of financial statements.

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- Advises the ITU management on financial and accounting practices.
- Prepares studies, reports, and documents on financial and accounting matters for the Secretary-General, the United Nations Development Programme (UNDP), the Council, the Plenipotentiary Conference and the United Nations.
- Assists in the drawing up of ITU's financial rules and regulations, ensuring that they comply with generally accepted accounting standards.
- Provides general assistance to the Chief of the Department in regard to all the above-mentioned tasks.

Qualifications required

Education:

Advanced university degree in accountancy, finance, business administration or a related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with fifteen years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes.

Experience:

At least ten years of progressively responsible experience in the field of accountancy, including at least five at the international level. A Doctorate in a related field can be considered as a substitute for three years of working experience.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Competencies:

- Excellent knowledge and practical experience of working with IPSAS and accounting guidelines and reporting system.
- Excellent knowledge and practical experience of UN financial and accounting regulations.
- Strong experience of Result Based Budgeting and Management in addition to the understanding of mandatory budget reconciliation requirements.
- Proven experience of managing a team in a multicultural and multilingual environment as well as proven experience of managing project and the capacity to adapt to changing conditions in order to deliver results.
- Proven theoretical knowledge and practical experience of computerized accounting and finance systems and the SAP system.

Remuneration

Annual Salary: (Net of Tax)

153,760.- USD - 186,606.- USD without dependants

165,510.- USD - 202,851.- USD with dependants

Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

For further information concerning the Conditions of Employment please click the following link

Applicants will be contacted only if they are under serious consideration

Vacancy Filled

This vacancy is shown for viewing only. It is not currently open for applications.



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