



VACANCY ANNOUNCEMENT
ADMINISTRATIVE SERVICES PROGRAMME
Financial Resources Management Unit

VACANCY ANNOUNCEMENT NO:	VA 12/014/AS
PUBLICATION/TRANSMISSION DATE:	24 February 2012
DEADLINE FOR APPLICATION	24 March 2012
TITLE AND GRADE:	Associate Budget Officer, P-2
POST NUMBER:	ZRB-2944-P2-006
INDICATIVE NET ANNUAL SALARY:	US\$ 46,730 to 52,645 (without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 47.6% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Responsibilities

Under the the general guidance of the Chief Financial Resources Management unit, and the direct supervision of the Budget Officer (P4), the incumbent carries out a wide range of duties and functions in relation to the financial and budgetary management of the trust funds and special accounts administered by the secretariat including the core budget fund, the international transaction log (ITL), the Bonn fund and programme support costs.

1. Budget Administration

- Prepare allotments, redeployment of funds when necessary, monitor budget implementation and expenditures to ensure that they remain within authorized levels;
- Act as Super Certifying Officer for all programmes/ assigned programmes/funds and act as an approving officer for budget authority and funding documents;
- Administer and monitor the Bonn Fund including review of agreement and cost plans, ensuring compliance with regulations and rules and established policies and procedures and reporting back to the Government of Germany;
- Monitor and assist with the budget planning of programme support costs, cost recovery administration including review of agreements and cost plans for common premises and services;

- Review and assist with the preparation and finalization of the budget performance reports (monthly/quarterly/annually) for submission to management, Subsidiary Body for Implementation (SBI), the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), including analyzing variances between approved budget and actual expenditures;
- Manage the post management system and maintain an appropriate system for monitoring and reporting of engagement agreements between IT and other programmes.

2. Budget preparation

- Review, analyse and assist with the preparation and issuance of the Programme Budget documents by preparing relevant budgetary tables, standard costs, and analysis, and creating templates used in preparation of programme budget proposals;
- Provide support and advice to managers in the preparation of their budget submission; consolidate, review and analyze budget proposals submitted by programmes;.
- Assist in the preparation of budgetary information and analysis for senior management, SBI, COP and CMP;
- Prepare and issue the core budget “notification of contributions” to Parties of the Convention; prepare and issue the international transaction log (ITL) budget “notification of contributions” to Parties to the ITL..

3. General

- Provide guidance and supervision to the Budget Assistant; provide input and guidance on budgetary and financial procedures, policy development and interpretation of budget data and expenditure; assists with the development and implementation of new initiatives for streamlining business processes;
- Contribute to the preparation of official reports and provide support to agenda items relating to financial and administrative matters for the sessions of the COP, CMP and the SBI;
- Draft or prepare correspondence to respond to enquiries by Parties in respect to relevant financial and budgetary matters.

Requirements

- First level university degree in commerce, business administration, finance or equivalent.
- At least three (3) years of progressively responsible job related experience in budget administration and management of funds out of which at least one years should have been acquired in an international environment.
- Working knowledge of United Nations financial systems and the UN financial rules and regulation is highly desirable.
- A high degree of tact, diplomacy and discretion, attention to details.
- Fluency - oral and written - in English required. Fluency in additional UN official language is an advantage.

Evaluation criteria

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

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To apply

Candidates whose qualifications and experience match the requirements for this position, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
2. **Service is limited to the UNFCCC secretariat.**
3. **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.**