VACANCY ANNOUNCEMENT

Chief, Financial Resources Management Unit, P-5
Administrative Services (AS) Programme

<table>
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<tr>
<th>Deadline for application</th>
<th>Announcement number</th>
<th>Expected date for entry on duty</th>
<th>Duration of appointment</th>
<th>Duty Station</th>
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<td>31 March 2015</td>
<td>VA 15/010/AS</td>
<td>As soon as possible</td>
<td>One and half years with possibility of extension</td>
<td>Bonn, Germany</td>
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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports 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 work programme and the mandated activities of the secretariat to ensure efficiency, effectiveness, compliance with relevant rules and regulations and appropriate accountability, and the facilitation of cross-cutting common services and functions.

Where will you be working

The Financial Resources Management Unit is part of the Administrative Services (AS) programme. You will report directly to the Coordinator of the AS programme.

What will you be doing

You will be responsible for the overall management of the financial, budgetary and programme planning undertakings of the UNFCCC secretariat and for planning and supervising the work of the financial resources management unit. You will coordinate the planning, preparation and monitoring of the programme budget and supervise the design and maintenance of accounts and the processing of all financial transactions in compliance with United Nations financial policies, rules and regulations, and procedures related to finance and budget. You will direct the development and implementation of new accounting systems including further development and replacement of the Integrated Management Information System (IMIS) and the implementation of the international public sector accounting standards.

You will have the following responsibilities:

1. You will lead the Financial Management Resources Unit and manage the work programme and related activities by assessing resource requirements for the unit, developing work plans, guiding performance, supervising the work of the unit staff, providing adequate training and guidance. You will coordinate the work of the finance, budget and programme planning sub-units to ensure consistency and coherence of the workplan implementation with optimum synergy between these sub-units and their interaction with programmes and the secretariat at large through encouragement of a results-oriented and client service environment.
2. You will direct the development and implementation of financial management procedures and accounting systems, establish and monitor benchmarks and ensure secretariat wide application of regulations and rules and best practice procedures in the areas of budget implementation, financial management and reporting. You will respond to audits of the trust funds operated by the UNFCCC secretariat and of all financial transactions undertaken by the secretariat and ensure the implementation of recommendations by assuming the main responsibility for the oversight of financial and related programme planning and budget operations, performance management and reporting and the preparation of main budget documents.

3. You will supervise the preparation of notification to Parties relating to their indicative contributions and monitor the status of contributions by coordinating the fund-raising activities of the secretariat and advise programmes and management in development of project proposals, host country agreements and memoranda of understanding by ensuring appropriate action is undertaken on decisions taken by the Conference of the Parties on administrative and financial matters and reported to the COP and the SBI.

4. You will provide authoritative advice and support to senior management, coordinators, managers, joint local contract committee members and programme administrative teams on all issues related to the secretariat’s financial and budget administrative issues and delegation of authority for financial control measures by leading the reviews of systems and procedures, ensuring an implementation of an ongoing efficiency gain process/methodology, identifying issues that require the consideration of senior management and providing consistent and coherent application of the financial policies, procedures, rules and recommendations.

5. You will act as primary interlocutor on financial resources management, participate in the inter-agency and inter-secretariat discussions and meetings in respect of financial arrangements, financial systems and procedures which affect the operations of the secretariat, and maintain close contacts with the UNOG Treasury to ensure the effective management of investment operations and smooth processing of payment. You will lead the work for the implementation of the International Public Sector Accounting Standards (IPSAS) through managing the development of an implementation, communication and training plan, and in liaison with UNOG, the planning for the implementation of the ERP and its maintenance.

6. You will lead the evaluation, development and implementation of improved methods and procedures related to the effective functioning of financial operations in the secretariat and management of the information management systems. You will ensure consistent guidance on accounting and financial performance and reporting to financial statements. You will be expected to propose refinements/enhancements to Enterprise Resource Planning systems aimed at achieving improved availability and delivery of financial management information. You will take the lead in the development, implementation and monitoring of fraud prevention plans and mechanisms to ensure effective internal financial controls as well as risk assessment and management.

What are we looking for

Educational background

Required:  
• Advanced university degree in accounting, business administration, economics, or management. A combination of relevant first degree and extensive experience may be accepted in lieu of an advanced degree.

Highly desirable:  
• Professional qualification as a Certified Professional Accountant (CPA), Chartered Accountant (CA) or by a similar professional body.
Experience

Required:
• A minimum of 10 years progressively responsible experience in financial management under IPSAS/IFRS, analysis and interpretation of financial results, or similar accrual accounting standards, including accounting, budgeting, treasury, and investment at the organizational or corporate level preferably in financial institutions, of which at least three to five years should have been at the international level.
• Experience in electronic data processing or web-based integrated financial management system and Enterprise Resource Planning system.
• Work experience in an international environment at managerial level, particularly in the United Nations and/or an international organization.

Highly desirable:
• Work experience with SAP Enterprise Resource Planning system.
• Experience in managing change initiatives and the formulation of new strategies/approaches to financial management or accounting issues.

Language skills

Required:
• Fluency in English.

Advantage:
• Fluency in an additional UN official language.

Specific professional knowledge

Required:
• Thorough knowledge of United Nations rules and regulations pertaining to finance, procurement, travel and related administrative areas and integrated financial management system implementation is required.
• A deep or solid understanding of financial resources management principles and practices.

Advantage:
• Additional knowledge and experiences in international public sector accountancy or related areas.

Job related skills

Required:
Proven track record of
• excellent technical leadership in policy development and systems improvement;
• strong management skills that foster a climate of team-work and collaboration and facilitates a responsive and pro-active work culture in a multi-cultural environment;
• assessing and developing organizational strategy and a clear vision of the organization’s future direction, potential and needs;
• strong communication skills both written and verbal.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying Professional Expertise, Being Accountable, Being Responsive to Clients and Partners, Exercising Sound Judgment and Decision Making, Managing Performance and Developing People.
How to apply:

Candidates, whose qualifications and experience match what we are looking for, should 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.
4. Salary and allowances:
   US$ 81,704 to 87,564 (without dependents)
   US$ 87,948 to 94,563 (with dependents)
   (plus variable post adjustment, currently 28.8 % of net salary),
   plus other UN benefits as indicated in the link below:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html

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