



VACANCY ANNOUNCEMENT

Programme Budget Officer, P-3 Administration and Operations Division FRMU Unit

(This is a re-advertisement of VA 25/023/A&O published in June 2025; candidates who continue to be interested in the position need to apply again)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 August 2026 23:59 hrs CET	VA 26/035/A&O	As soon as possible	2 years with possibility of extension	Bonn, Germany

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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 UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The position is located in the Financial Resources Management Unit, which is part of the Administrative Services (AS) subdivision, Administrative Services Division, Operation Department, and reports to the Chief of Financial Resources Management Unit (P-5). The incumbent will work closely with the Team Leads of the Budget and Finance Units.

Your responsibilities

Financial resources management activities:

The focus of the work will be on financial resources management activities including the preparatory work:

- Coordinates of the mapping of supplementary funded projects to ensure a smooth project approval process
- Provides support to programmes for the preparation of project proposals and ensure that donor reports are provided in accordance stipulated timelines
- Provides support to Resource Mobilization Unit in preparing financial information for fundraising
- Develops management reports, financial reports and dashboards in accordance with budget formats and reporting requirements using Umoja Analytics
- Provides support in the preparation of financial information for performance documents
- Support the updates to the delegation of authority.
- Undertakes various reviews as requested, due to the implementation of the UNFCCC project structure in UMOJA.



Budget preparation:

- Reviews and analyses data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff Provides support to managers with respect to the elaboration of resource requirements for budget submissions.
- Reviews, analyses and provides input into finalization of programme budget/financial implications
- Reviews, analyses and contributes to the drafting and finalization of programme budget and related official documents, including narrative, tables and annexes, ensuring consistency between narrative and financial data and traceability to underlying datasets

Budget administration:

- Issues allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Monitors budget implementation and determines/recommends reallocation of funds when necessary.
- Monitors expenditures to ensure that they remain within authorized levels.
- Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Prepares relevant documentation with respect to budget performance submissions. Reviews and makes appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Provide support in the elaboration of financial reports to donors.

General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures;
- Performs other related duties, as assigned.

Competencies:

Applying Professional Expertise. Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Being Accountable. Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Working with Teams. Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to



enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field from an accredited academic institution. A first-level university degree in combination with additional two qualifying years of experience may be accepted in lieu of the advanced university degree.

Professional certification as chartered accountant (CA) or certified public accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) will be a distinct advantage.

Experience:

Required: At least five years of progressively responsible job-related experience in finance, budget, business administration or related area.

Experience in programme budgeting, preparation of official documents or budgetary analysis in an international or intergovernmental context is highly desirable.

Experience in data analytics skills for information management, data analysis and visualization, dashboard creation and report development is also highly desirable.

Language skills:

Required: Proficiency in English (both oral and written) is required.

Advantage: Knowledge of another UN official language.

Specific professional knowledge and skills:

- Knowledge of IPSAS and ERP preferably UMOJA;
- In-depth knowledge of results-based budgeting.
- Knowledge of United Nations legislative machinery and procedures including budgetary policies and practices, UN Financial Regulations and Rules and IPSAS is highly desirable
- Knowledge of UN accounting systems, software and procedures;

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>



Please note:

1. Service is limited to the UNFCCC secretariat.
2. 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.
3. Indicative net annual salary and allowances:
US\$ 71,335

(plus variable post adjustment, currently 35.4% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.