



VACANCY ANNOUNCEMENT
ADMINISTRATIVE SERVICES (AS) PROGRAMME
Financial Resources Management Unit (FRMU)

VACANCY ANNOUNCEMENT NO:	VA 13/043/AS
PUBLICATION/TRANSMISSION DATE:	4 June 2013
DEADLINE FOR APPLICATION	3 July 2013
TITLE AND GRADE:	Programme Budget Officer, P-3
POST NUMBER:	ZRB-2944-P3-008
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

FRMU has two teams, (1) Accounting and (2) Programme Planning and Budget (PPB); the latter is accountable for coordinating and monitoring programme planning and budget management to ensure programmes have the budget support required to address budgetary risk management considerations and to put systems in place to deliver on their mandates with fiscal accountability. The Programme Budget Officer position is located in the PPB team of FRMU, reports to the Lead Budget Officer and is accountable together with the Lead Budget Officer for coordinating the preparation of the secretariat's biennial work programme, monitoring its implementation and preparing reports on the implementation of the secretariat's biennial budget and work programme. S/He is also responsible for enhancing the secretariat's methods, tools and processes such as results-based budgeting as well as other innovative methodologies and systems. The Programme Budget Officer's key results and accountabilities include:

- Programme and Budget Planning;
 - Reporting and Monitoring;
 - Support to management concerning implementation and governance;
 - Enhancing the Secretariat's methods, tools and processes.
1. Ensures a coherent secretariat-wide approach in the planning, formulation and presentation of the programme budget by providing technical advice with respect to the elaboration of resources requirements, work programme objectives and related results-based budget performance indicators to client programmes by:
 - a. Making concrete suggestions for improvements to the budget preparation process;
 - b. Identifying changes required in the programme budget documents;
 - c. Preparing clear, accurate and comprehensive guidance, instructions and templates for budget preparation by programme staff;

- d. Organizing, supporting and/or chairing strategic budget planning meetings with programme senior staff and programme management officers (PAT/PMO);
 - e. Providing input to strategic discussions on the main assumptions for the budget;
 - f. Coordinating, reviewing, compiling, analyzing, synthesizing and summarizing input by programmes, ensuring legislated mandates are accurately translated into programme budgets;
 - g. Supporting the Executive Secretary (ES) in the interpretation of budget proposals made by individual programme coordinators;
 - h. Reviewing, analysing and finalizing the preparation of budget documents on the basis of programme submissions taking into account recommendations and decisions made by the COP and ensuring formal and substantive coherence of the documents;
 - i. Assisting the ES in the presentation and negotiation process of the draft programme and budget at the relevant sessions of the Conference of Parties (COP), the Subsidiary Body for Implementation (SBI), budget contact groups, informal consultations and bilateral meetings with groups of Parties; and
 - j. Providing a range of support to the SBI Chair including drafting plenary and speaking notes and responding to his/her requests for information.
2. Coordinates the monitoring and reporting of budget performance and programme delivery to ensure established targets and indicators are met by:
 - a. Preparing clear, accurate and comprehensive guidance and instructions on the preparation of reports by programme focal points;
 - b. Organizing and supporting relevant meetings, including proposed meetings with budget focal points;
 - c. Coordinating and compiling status reports on budget performance to regular bilateral meetings between the ES and programme coordinators;
 - d. Ensuring a coherent approach in the synthesis of programme inputs to official budget performance reports for the sessions of the COP and SBI;
 - e. Preparing regular analyses, background documents and comprehensive reports related to programme performance and budget implementation for consideration by the Coordinator, AS, and senior management committees;
 - f. Identifying changes required in the budget performance report to enhance its clarity and reader-friendliness;
 - g. Coordinating input to the mandate implementation database; and
 - h. Chairing the Advisory Group on Survey Development on performance indicator design and development.
 3. Ensures enhanced oversight, accountability and reporting on budgetary matters through independent review and provision of advice and guidance including:
 - a. Conducting regular and special reviews to assess progress of actual work versus the work programme for secretariat core budget and extra-budgetary activities;
 - b. Reviewing and analysing variances between approved budgets and actual expenditures;
 - c. Providing input to the preparation of quarterly financial reports for consideration by the Management Team;
 - d. Providing input to the preparation of programme fact sheets for use by the ES at his/her bilateral programme budget meetings with programme coordinators;
 - e. Providing input and responses to auditors in relation to the secretariat's approach and practice in terms of results-based budgeting and performance reporting; and
 - f. Coordinating the maintenance of updated programme budget information by the FRMU on the secretariat's intranet site.
 4. Coordinates the development and implementation of secretariat wide initiatives to enhance programme effectiveness and efficiency (e.g. efficiency gains, results-based budgeting, etc.) by:
 - a. Developing terms of reference and overseeing work related to the identification, adoption and implementation of proven methods that meet the needs of the secretariat in terms of continuous programme process improvement, including developing strategies and plans for implementation;
 - b. Overseeing the development and implementation of guidelines for measuring process improvements and related reporting;
 - c. Liaising with relevant partners/contacts within and outside the United Nations system with a view toward building on established best practices and share knowledge and tools for systematically planning, implementing, measuring and reporting on process improvements;

- d. Maintaining a SharePoint site on process improvement as a knowledge base and collaboration platform, including a registry of the secretariat's initiatives, lessons learned and best practices;
 - e. Preparing mandated reports on sustainable process improvement; and
 - f. Engaging in a dialogue with Parties to the Convention on the secretariat's process improvement initiatives, including through written responses to questions as well as meetings on the margins of sessions of the SBI.
5. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat. May serve as designated Certifying Officer.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Education: First level university degree in business administration, finance or a related field.

Experience: At least 5 years of professional responsible experience in finance, administration, budget, business administration or a directly related area: One year should have been in an international environment.

Specific professional knowledge: 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 is highly desirable. Awareness of proven methods to enhance the efficiency and effectiveness of organizational performance. Advanced computer skills including proficiency in programme planning and budgeting system, ERP or the Integrated Management Information System (IMIS) and sharepoint collaboration tool is highly desirable.

Job related skills: Strong analytical, conceptual and drafting skills, ability to work in a team, ease and tact in personal contacts at all levels.

Language requirements: Fluency in spoken and written English, knowledge of a second official UN language and advantage.

Expected competencies

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

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

Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity 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.

To apply

Candidates whose qualifications and experience match the requirements for this position, 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\$ 56,091 to 62,803 (without dependents)
US\$ 60,091 to 67,387 (with dependents)
(plus variable post adjustment, currently 46.9% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>