



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

VACANCY ANNOUNCEMENT NO:	VA 12/081/AS
PUBLICATION/TRANSMISSION DATE:	18 October 2012
DEADLINE FOR APPLICATION	17 November 2012
TITLE AND GRADE:	Lead Budget Officer, P-4
POST NUMBER:	ZRB-2944-P4-001
INDICATIVE NET ANNUAL SALARY:	US\$ 67,483 to 74,645 (without dependents) US\$ 72,467 to 80,349 (with dependents) (plus variable post adjustment, currently 45.2 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 overall guidance of the Coordinator, Administrative Services and the immediate supervision of the Chief Financial Resources Management Unit, the incumbent is responsible for coordinating and monitoring programme planning and budget management, ensuring that programmes are adequately supported to deliver on their mandates, and appropriate budgetary risk management considerations and systems are put in place. The incumbent is responsible for the coordination of project proposals and fundraising, financial and technical reporting to donors and reporting, and resource planning and projections, management of allotments and obligations and internal cost recovery and cross charges systems. The particular duties include:

1. Programme budget planning and budgetary monitoring and management:
 - a. Leads the compilation of the budget and work programme based on inputs by substantive programmes through provision of guidance and support to programmes during the preparation, and providing inputs and support on the interpretation of the proposals made to the Executive Secretary.

- b. Plays a leading role in assisting the Executive Secretary in the presentation and negotiation process of the draft work programme and budget at the Conference of the Parties (COP) and Subsidiary Body for Implementation (SBI), budget contact groups and informal consultations.
 - c. Manages and monitors the implementation of the programme budget of the secretariat by ensuring the preparation of notifications of contributions, monitoring the cash flow of all trust funds, issuing allotments, monitoring expenditure within available resources and overseeing the tracking of posts maintained in the secretariat's staffing list, and preparing management reports on a quarterly basis.
 - d. Prepares official reports and documents on administrative and financial matters for the sessions of the COP and the SBI, and ensures that all decisions are implemented and appropriately reported to COP and SBI.
 - e. Ensures that funding is from the most appropriate sources and guides programmes on expenditure planning in accordance with the agreed budget and the spending thresholds.
2. Project proposals, fundraising and donor reporting:
 - a. Facilitates and provides guidance to programmes in the preparation of project proposals under supplementary activities and the negotiation of donor agreements, and coordinates the preparation by programmes of substantive reports to donors.
 - b. Advises programmes in the preparation of memoranda of understanding with implementing agencies and coordinates the monitoring and preparation of financial reports to donors.
 - c. Leads the implementation and further development of the internal funding arrangements for support services and other internal cost recovery mechanisms.
 - d. Formulates indicative contributions to the core budget and oversees the notifications to Parties for both the Convention and the Kyoto Protocol and international transaction log.
 - e. Provides inputs in drafting and finalizing host country agreements and memoranda of understanding with governments hosting sessions, workshops and informal meetings.
3. Performance and risk management, control and reporting:
 - a. Leads the development and monitoring of performance indicators and oversees the results based budgeting process, including reporting on programme delivery.
 - b. Certifies obligations and expenditure for all transactions involving multiple accounts or cross programmes and provides guidance and support to other certifying officers in the execution of their certification responsibilities, and acts as alternate certifying officer for all programmes and activities.
 - c. Reviews and monitors the available financial resources of the secretariat to assist in expenditure planning and prepares and presents to management budget performance and status reports and analyses, and follows up with programmes on unliquidated obligations to ensure timely closure.
 - d. Coordinates responses to auditors' queries and the implementation of recommendation on the budget of the UNFCCC.
 - e. Provides substantive inputs towards the formulation of internal policies related to budgetary matters and the management and administration of trust funds and special accounts of the secretariat.
4. Training, guidance and supervision, and other duties:
 - a. Supervises the work of the staff in the programme planning and budget sub-unit, ensuring adequate support and guidance to them, sets and reviews performance goals and objectives and undertakes staff performance assessment in accordance with the established procedures.
 - b. Contributes to the development of management information systems and administrative systems of internal control.
 - c. Performs other duties as may be assigned.

Requirements

- Advanced university degree in business, finance and accounting, public administration, or social sciences with specialization in financial management. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.

- At least seven (7) years of progressively responsible experience, in budget, financial and programme management including at least three years at an international level. The incumbent must have strong project formulation and management skills, and have the ability and experience in fund raising and donor liaison. Experience in operation of complex computerized financial and administrative systems as well as understanding of complex intergovernmental negotiation processes are important assets.
- Fluency in English, working knowledge of another UN language is an asset.

Evaluation criteria

Professionalism:

- Familiarity with and experience in the use of various research methodologies and sources.
- Ability to plan, develop, implement, monitor and evaluate major projects.
- The capacity to demonstrate success in analyzing complex professional issues and developing well-reasoned and innovative solutions to associated challenges.
- Ability to provide sound technical advice to managers.

Commitment to Continuous Learning:

- Willingness to keep abreast of and promote new developments in the appropriate professional field.

Communication:

- Ability to act as an effective spokesperson internally and externally.
- The capacity to draft clear, concise and high quality reports and documents relating to area of professional expertise.

Technological Awareness:

- Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork:

- Ability to establish good interpersonal skills and to maintain effective working relations in a multi-cultural organization.
- Ability to gain the assistance and cooperation of others through demonstration of leadership.

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.**