



## VACANCY ANNOUNCEMENT

### Chief of Section, Finance and Budget, P-5 AS/HR/ICT Division Administrative Services Subdivision

Deadline for application	Announcement Number	Expected date for entry on duty	Duration of appointment	Duty Station
4 September 2024 23:59 hrs CET	VA 24/058/AS/HR/ICT	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 07 August 2024, Post number: 30509726, Funding: 62ZRB

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.

The **Administrative Services**, will deliver a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

The **Administrative Services subdivision** will coordinate the preparation of the secretariat's budget and work programme, report on its implementation related to the budget performance, manage financial resources, develop financial and administrative policies and guidelines.

#### **Where will you be working**

This position is located in the Financial Resources Management unit (FRMU) which manages the secretariat's budget and reporting process, including preparing finance and budget documents and supporting its consideration by the Parties. It provides support to the senior management and other divisions on budgetary and financial matters as well as be the focal point with the internal and external auditors on all matters relating to budget and accounting, including finalization of year-end accounts.

#### **Your responsibilities**

Under the direct supervision of Director, Administrative Service and within the delegated authority, you will be responsible and accountable for the following duties:

- Leads the FRMU and oversees the work programme and related activities by assessing resource requirements for the unit, leading the development of work plans, guiding performance, supervising the work of the unit staff as well as, providing adequate training and guidance;
- Provides leadership and direction for streamlining budget and finance processes, introduce innovations in the budget process and reporting to party and non-party stakeholders, proactive monitoring of grants and their usage, and implementation of appropriate systems for better budget and financial management.



- Responds to audits of the trust funds operated by the secretariat and of all financial transactions undertaken by the it; ensures the implementation of audit 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 budget documents;
- Oversees and ensures the preparation of notification to Parties relating to their indicative contributions and monitors the status of contributions by coordinating the fund-raising activities of the secretariat; advises programmes and management in the development of project proposals, host country agreements and memorandum of understanding by ensuring appropriate action is undertaken on decisions taken by the Conference of the Parties on administrative and financial matters that are reported to the COP and the Subsidiary Body of Institution (SBI);
- Provides advice and support to senior management, directors, managers, joint local contract committee members and programme administrative teams on all issues related to the secretariat's financial and budget administrative issues, as well as, delegation of authority for financial control measures; provides effective liaison with the external Board of Auditors on UNFCCC process;
- Acts as primary interlocutor on financial resources management, participating in inter-agency and inter-secretariat discussions and meetings in respect of financial arrangements, financial systems and procedures which affect the operations of the secretariat; maintains close contacts with the UNOG Treasury to ensure the effective management of investment operations and smooth processing of payments;
- Provides consistent guidance on accounting and financial performance and reporting to financial statements; ensures effective year-end closure processes are undertaken;

Coordinates with all divisions and PATs (administrative offices) to ensure timely, accurate and robust reporting on all trust funds to stakeholders.

- Coordinates UMOJA actions for budget, payroll and regular reporting and monitoring of the financial status of the secretariat.
- Performs other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office

### **Competencies**

**Applying Professional Expertise:** Creates a culture across the unit / programme which values expertise and multidisciplinary cooperation, and takes action to address behaviors which undermine this culture; Promotes alternative sources of expertise and best practice to create cutting edge, robust and sustainable solutions; Engages with substantive leaders outside the business unit and organization to maintain professional expertise; Institutionalizes coaching and professional development within the business unit to build substantive expertise; Sets benchmarks and performance standards for delivery in accordance with identified best practice, and monitors the business unit's capacity to deliver.

**Being Responsive to Clients and Partners:** Creates a culture of service and client orientation in which managers make client needs a top priority; Seeks feedback from clients and partners and feeds this back to the team to update service standards; Places clients at the centre of strategies, policies and processes; Challenges managers to consider how to elevate service standards further, and to work more effectively with clients; Regularly audits all unit / programme systems and processes to ensure



they are aligned to deliver excellent client service; Takes personal responsibility for any lapses in service standards and acts swiftly to redress these; Scans the internal and external environment for opportunities to establish cooperative partnerships and alliances.

### **Managerial Competencies:**

**Managing Performance and Developing People:** Provides teams, and the wider business area, with clear expectations regarding performance, and an understanding of how the performance of each individual unit impacts the wider organization; Holds managers accountable for providing honest and regular performance reviews for every staff member reporting to them; Fosters a performance management culture that focuses on results, high performance and collaboration; Mentors high potentials, strong performers and women in the business area and ensures managers provide coaching, support and relevant development opportunities to help staff realize their full potential.

**Exercising Sound Judgment and Decision-Making:** Creates an environment where decisions are taken expeditiously; Contributes to broader organizational decisions, providing a considered and impartial perspective which takes the interests of the organization, and all those affected, into account; Assimilates multiple sources of information, identifies high-level themes, and recognizes subtle interrelationships across issues; Challenges the assumptions behind decisions, and their underlying logic, stepping away from the immediate situation to consider the wider context; Ensures decisions made within individual units, departments or divisions do not adversely impact operations elsewhere within the organization; Oversees the decisions of managers within own unit / programme, holding them to account for their decisions without undermining their authority.

### **Your qualifications**

#### **Educational Background**

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**Required:** Advanced University degree in accounting, business administration, economics, or management. A combination of relevant first degree with two additional years of qualifying experience may be accepted in lieu of an advanced degree.

#### **Experience**

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**Required:** A minimum of ten (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.

**Desirable:** Practical experience in overhauling budgeting and finance system and process implementing best practices to enhance financial planning and management.

#### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Advantage:** Working knowledge of another UN official language.

#### **Specific professional knowledge and Job-related skills**

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**Required:** Thorough knowledge of United Nations rules and regulations pertaining to finance and related administrative areas and integrated financial management system implementation.



**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\$ 92,731  
(plus variable post adjustment, currently 43.1% of net salary),  
plus other UN benefits as indicated in the link below:

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

UNFCCC 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.

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