



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Associate Budget Officer, P-2
Administrative Services (AS) Programme
Financial Resources Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 July 2017	17/TA14/AS	01 August 2017	Six months	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 historic Paris Agreement by 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 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. The Financial Resources Management Unit is part of the Administrative Services (AS) programme.

What will you be doing:

Under the direct supervision of the Team Lead, Budget, you will provide a wide range of functions in relation to budgetary and administrative functions. Duties include but may not be limited to:

You will have the following responsibilities:

a. With regard to Fundraising, donor liaison, project management and monitoring of implementation, and donor reporting:

- Provides inputs in drafting and finalizing memoranda of understanding (MoUs) with governments hosting sessions, workshops and informal meetings;
- Proactively supports programmes in COP 23 fundraising activities and donor liaison by following up with donors to secure the funds on commitments and pledges made and ensures a continuing understanding and keeping up to date with donor interests, changing conditions and any movements in the established contacts;
- Provides advice, guidance and support to programmes with drafting of project proposals and other project documents, and their revisions;
- Reviews and advises programmes on the preparation of MoUs for implementation of supplementary activities and clears them for the availability of funds and terms and conditions agreed upon with implementing agencies;
- Liaises with and clears contribution agreements with donors on voluntary contributions, their use and their reporting requirements in close consultation with Legal Affairs as appropriate;



- Actively liaises with programmes and reviews the implementation of projects and coordinates to ensure they are in line with the agreed donor conditions including submission of project reports;
- Coordinates with programmes and ensures the preparation of financial reports, by Programme Management Officers, to donor Parties on contributions earmarked for a specific project or activity as well as special contributions by host governments for conferences, workshops and special events including replies to any issues and queries raised;
- Coordinates with programmes on COP 23 project reviews and audits, clearing of project advances through coordinated reminders to implementing partners and third parties for the submission of financial returns in accordance with the MoUs or other agreements.

b. With regard to Income monitoring, budgetary allotments and expenditure monitoring related to COP 23:

- Reviews and analyses voluntary contributions income and expenditure and advises management on the status of the income and funding commitments and pledges;
- Coordinates all income processing including applied deposits through identification of correct association within the underlying information management system;
- Takes the leading role in monitoring and clearing unliquidated obligations under COP23 supplementary activities; and within delegated authority, acts as an approving officer for budget authority and funding documents as well as may be delegated as certifying officer in a back-up support capacity;
- Performing any other job related activities, including backstopping for colleagues in the unit.

What are we looking for

Educational background

Required: First level university degree in commerce, business administration, finance or
Desirable: equivalent.

Experience

Required: At least three (3) years of progressively responsible job related experience in budget administration and management of funds out of which at least one year should have been acquired in an international environment.
Experience with the finance module of the United Nations Enterprise Resource Planning system (ERP) Umoja is required.

Language skills

Required: Fluency - oral and written - in English.

Advantage: Fluency in additional UN official language.



Specific professional knowledge

Highly desirable: Working knowledge of United Nations financial systems and the UN financial rules and regulation.

Job related skills

Required: A high degree of tact, diplomacy and discretion, attention to details.

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. Indicative net monthly salary and allowances
US\$ 3,836.00 to 4,366.00
(plus variable post adjustment, currently 29.8% of net salary),
plus other UN benefits as indicated in the link below:

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