



VACANCY ANNOUNCEMENT

Budget Assistant, G-5
Administrative Services (AS) Programme
Financial Resources Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 September 2017	VA 17/012/AS	As soon as possible	One year 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 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 to provide overall facilitation, support and guidance to 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 crosscutting common services. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the Climate Change secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Where will you be working

You will join the Budget Team, which is part of the Financial Resources Management Unit.

What will you be doing

Under the direct supervision of the Programme Budget Officer and the general guidance of the Team Lead, you will carry out a wide range of duties and functions to assist in the

- Administration of funds,
- Preparation of the secretariat's biennial budget and work programme,
- Monitoring and reporting on budget implementation and programme delivery ,
- Implementation of the secretariat's LEAN programme.

You will have the following responsibilities:

1. Administration of funds:
 - 1.1. Support the management and processing of deposits:
 - Maintain the database of expected and received deposits and contributions for Clean Development Mechanism (CDM) and Joint Implementation (JI) fees;
 - Analyze the receivables and prepare invoices and create billings based on requests from SDM;



- Apply deposits in the enterprise resource planning system Umoja for the CDM on a timely basis and follow up with UNOG in cases where incomplete information is received;
 - Maintain accurate records and electronic files for CDM and JI related deposits;
 - Reconcile information on received deposits relating to CDM and JI fees as contained in the unit's database with Umoja data and with information provided by Sustainable Development Mechanism (SDM);
 - Liaise with the SDM programme to resolve any issues and clarify or obtain additional information regarding deposits.
- 1.2. Support the management and processing of cost recovery mechanisms:
- Estimate advances to be made to the “total cost of ownership” (TCO) mechanism based on staffing tables each quarter;
 - Reconcile prior quarter advance with actual staffing figures, incorporate balancing transactions into next advance and year-end closing;
 - Each half-year reconcile non-staff personnel and incorporate balancing transactions into next advance and year-end closing;
 - Maintain the database of transactions related to framework programme agreements (FPA), projects and change requests in regard of Information Technology interactions under the FPAs between the Information and Communication Technology programme and the other secretariat programmes;
 - Create allotments in UMOJA in relation to TCO and FPA accounts, including any necessary checks for available funds and correct authorization.
2. Planning, formulation and presentation of the programme budget:
- 2.1. Prepare draft timelines, task lists and resource plans;
 - 2.2. Prepare draft technical guidance, instructions and templates and ensure their distribution;
 - 2.3. Provide support to a range of meetings with internal and external stakeholders, including the preparation of draft analyses and presentation material as well as taking minutes and recording action items.
3. Monitoring and reporting of budget performance and programme delivery:
- 3.1. Prepare draft timelines, task lists and resource plans;
 - 3.2. Prepare draft technical guidance, instructions and templates and ensure their distribution; Provide support to a range of meetings with internal and external stakeholders, including the preparation draft analyses and presentation material as well as taking minutes and recording action items.
 - 3.3. Provide input to regular and ad hoc analyses, background documents and reports related to programme performance and budget implementation for consideration by the Director, Administrative Services (AS), and senior management committees, including statistical analysis of income and expenditure data in relation to cost recovery mechanisms;
 - 3.4. Liaise with budget focal points and other relevant staff of all secretariat programmes for input to the mandate implementation database;
 - 3.5. Prepare regular statistical analyses of output delivery data as input for reports on mandate implementation.
4. Administrative support to the UNFCCC LEAN programme:
- 4.1. Follow-up with project implementation managers and provide advice in the calculation and monitoring of benefits and cost savings resulting from LEAN workouts;
 - 4.2. Provide advice to programmes upon request on the calculation and monitoring of benefits and cost savings resulting from programme activities;
 - 4.3. Assist the Programme Budget Officer in maintaining and enhancing the efficiency



- SharePoint site, including the development of dash boards;
- 4.4. Provide support to the lead facilitators in making logistical arrangements for all LEAN workouts;
 - 4.5. Provide support to the efficiency programme leader on internal and external communication relating to the efficiency programme and the secretariat's achievements in relation to efficiency gains;
 - 4.6. Provide technical advice to lead facilitators and project implementation managers on the use of relevant software;
 - 4.7. Participate in relevant training activities.
5. General:
- 5.1. Provide support in drafting, formatting and editing presentations and official documents;
 - 5.2. Provide input to internal and external audits;
 - 5.3. Support the identification of and review budgetary implications of draft decisions and conclusions before and during sessional meetings of the UNFCCC governing bodies and prepare accurate, succinct and timely summary reports for presentation in closing plenary meetings;
 - 5.4. Undertake regular reviews of the unit's electronic and paper filing and make suggestions for improvement with a view to enhancing its efficiency and effectiveness and ensuring compliance with applicable records management rules and policies;
 - 5.5. Provide general administrative/secretarial support to the officers of the budget team;
 - 5.6. Provide back-up support to other Budget Assistants.
6. Other duties as may be assigned.

What are we looking for

Educational background

Required: Completed secondary education.

Highly desirable: Administrative training with an emphasis on financial and budgetary management.

Experience

Required: Five (5) years of progressively responsible experience in the field of budget, accounting, finance or other related field.

Asset: Experience working in an international environment.

Language skills

Required: Fluency - oral and written - in English.

Asset: Working knowledge of another UN language.

Specific professional knowledge

Required: Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including programme development and database management.



Desirable: Experience with an enterprise resource planning system is required; knowledge of the Umoja system. Working knowledge of United Nations financial systems and the United Nations financial regulations and rules.

Asset: Knowledge of proven methods to enhance the efficiency and effectiveness of organizational performance.

Job related skills

Required: Very good computer skills, including proficiency in word processing, spreadsheets, database applications and presentation programmes.
Ability to conduct independent research, identify issues, formulate opinions and make conclusions and recommendations.
Ability to analyze complex information considering applicable policies, guidelines and requirements.
Ability to work independently and productively under pressure.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, working with teams, delivering results, communicating with impact.

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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
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: Euro 37,167.00 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>