



## VACANCY ANNOUNCEMENT

**Associate Budget Officer, P-2**  
AS/HR/ICT Division,  
Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 April 2023 23:59 hrs CET	VA 23/036/AS/HR/ICT	As soon as possible	Two years 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 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.

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

The Administrative Services subdivision coordinates the preparation of the secretariat's budget and work programme, reports on its implementation, manages financial resources, develops financial and administrative policies and guidelines, manages procurement, premises and property, and makes travel arrangements. The position is located in the Budget Unit of the Financial Resources Management Unit. The Associate Finance & Budget Officer reports to the Chief of the Budget Unit (P-4).

### **Your responsibilities**

Within delegated authority, you will be responsible for the following duties:

1. Budget and work programme preparation:

- Reviews, analyses and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the UNFCCC trust funds and special accounts;
- Reviews and analyses financial implications in light of additional mandates;
- Assists managers in the elaboration of resource requirements for budget submissions;
- Provides support to relevant intergovernmental bodies in their budget review; assists in securing approval from the appropriate bodies, including the Conference of the Parties.

2. Budget Administration:

- Monitors income, expenditures and obligations in the UNFCCC funds and special accounts and contributes to ensuring that expenditures remain within authorized levels;
- Monitors budget implementation and recommends reallocation of funds as necessary;
- Administers and monitors voluntary contributions, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies, procedures and the terms and conditions of signed agreements;
- Takes a leading role in the establishment, maintenance and closing of grants in the Enterprise Resource Planning system (ERP).
- Prepares allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Administers positions in the UNFCCC funds and special accounts.
- Assists in the preparation of budget performance submissions analyzing variances between



approved budgets and actual expenditures.

- Assists in providing substantive support to Parties as well as intergovernmental and expert bodies.
- Coordinates income processing including the application of deposits.
- Manages relevant master data in the ERP.
- Contributes to developing, updating and sharing policies, procedures and guidelines relating to the management of UNFCCC funds and special accounts;
- Within delegated authority, act as Certifying Officer under Financial Rule 110.4, ensuring that proposed obligations and expenditures are in accordance with approved budgets and established regulations and rules.
- Provides input to organizational fundraising activities.

### 3. General:

- Provides input and advice for the design and preparation of regular and ad hoc reports on financial and budgetary matters, including reports income and expenditures in the UNFCCC funds.
- Provides relevant training and advice to internal clients, including Programme Administrative Teams.
- Contributes to the maintenance and further development of virtual collaboration sites, budget tools, guides and templates.
- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to UNFCCC budgets, ensuring compliance with intergovernmental recommendations and decisions, as well as with UNFCCC policies and procedures.

**Performs other related duties, as assigned.**

### **Competencies:**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's



views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) degree in business administration, finance, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

**Required:** At least two (2) years relevant professional working experience in finance, administration, budget, business administration or related area.

#### **Language skills:**

**Required:** Fluency in English is required. Knowledge of another UN official language is an advantage.

### **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\$ 50,377 to US\$ 57,342  
(plus variable post adjustment, currently 35.4% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.