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

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/011/AS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>20 February 2012</b>
<b>DEADLINE FOR APPLICATION</b>	<b>20 March 2012</b>
<b>TITLE AND GRADE:</b>	<b>Budget Assistant</b>
<b>POST NUMBER:</b>	<b>ZRB-2944-G5-011</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>Euro 35,195 plus UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### **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 general guidance of the Lead Budget Officer (P-4) and the direct supervision of the Associate Budget Officer (P-2), the incumbent carries out a wide range of duties and functions to assist the financial and budgetary management of the voluntary contributions, including fundraising. The particular duties are:

#### **1. Budget Preparation and Fundraising**

- Provide guidance and follow up on queries from Programmes on the completion of budget templates for projects to be funded from the trust fund for supplementary activities;
- Assist with consolidation, review and analysis of project budget proposals submitted by Programmes by verifying completeness, accuracy and consistency of programme submissions and following-up with programmes to ensure timely submissions;
- Prepare allotments and monitor budget implementation for projects funded from the trust for supplementary activities, to ensure that they remain within authorized levels
- Follow up with donors on commitments and pledges, provide input in review of contribution agreements, and accurately record contributions.
- Act as an alternate focal point for budgetary matters during COP and SBI.

#### **2. Budget Administration**

- Monitor and regularly update the status of voluntary contributions, CDM/JI fees and expenditures;

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- Provide advice to programmes and Parties on status of contributions and fees including preparing invoices, acknowledgement letters and reminder letters for overdue contributions and fees;
- Undertake various actions in the Integrated Management Information System (IMIS) including generation of reports, applying deposits, and creation of receivables, journal vouchers and allotments;
- Assist in preparation and review of project proposals, interim reports and closing reports.
- Preparation of monthly/quarterly reports, budget performance reports and ad hoc financial reports to programmes by researching and gathering relevant financial and budgetary reports and data/statistics; preparing draft financial resources table;
- Draft correspondence to respond to enquiries by Parties in respect to relevant financial and budgetary matters;
- Provides back-up support to other Budget Assistant and the Associate Budget Officer;
- Other duties as may be assigned.

### Requirements

- Completed secondary education. Administrative training with an emphasis on financial and budgetary management is highly desirable.
- Five (5) years of progressively responsible experience in the field of budget, accounting, finance or other related field. Experience working in an international environment is an asset.
- Solid computer skills, including proficiency in word processing, spreadsheets and database applications. Experience in an electronic information management system such as IMIS highly desirable.
- Working knowledge of United Nations financial systems and the UN financial rules and regulation is highly desirable.
- Ability to conduct independent research, identifying issues, formulating opinions and making conclusions and recommendations. Ability to work independently and productively under pressure.
- Fluency - oral and written - in English required. Fluency in additional UN official language is an advantage.

### Evaluation criteria

**Professionalism:** Very good understanding of the functions of the post

**Communication:** Very good communication skills (spoken and written), including ability to draft and edit standard correspondence

**Planning & Organizing:** Very good organizational skills and the ability to handle work in an efficient and timely manner. Ability to set and meet priorities

**Client (service) oriented:** Proven service-oriented approach to tasks

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment

**Technological awareness:** Fully proficient computer skills and use of software such as Word (including document formatting), Excel and PowerPoint, internal databases and other relevant software applications

**Commitment to Continuous learning:** Proactive and mature attitude towards self-development.

### 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. **This post is for local recruitment only. 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.**