



Page 1



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

VACANCY ANNOUNCEMENT

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

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 January 2025 23:59 hrs CET	VA 25/002/AS/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 will you 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 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
 - a) 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;
 - b) Reviews and analyses financial implications in light of additional mandates;
 - c) Assists managers in the elaboration of resource requirements for budget submissions;
 - d) 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
 - a) Monitors income, expenditures and obligations in the UNFCCC funds and special accounts and contributes to ensuring that expenditures remain within authorized levels;
 - b) Monitors budget implementation and recommends reallocation of funds as necessary;
 - c) 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;



Page 2

- d) Takes a leading role in the establishment, maintenance and closing of grants in the Enterprise Resource Planning system (ERP UMOJA);
 - e) Prepares draft financial reports for submission to donors in compliance with established reporting requirements;
 - f) Is involved in project closure activities of the programme focusing on financial aspects and ensuring that requirements of donors as set out in grant agreements are met;
 - g) Prepares allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
 - h) Assists in administering positions in the UNFCCC funds and special accounts;
 - i) Manages relevant master data in the ERP UMOJA;
 - j) Contributes to developing, updating and sharing policies, procedures and guidelines relating to the management of UNFCCC funds and special accounts;
 - k) 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;
 - l) Provides input to organizational fundraising activities.
3. General
- a) 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;
 - b) Provides relevant training and advice to internal clients, including Programme Administrative Teams;
 - c) Contributes to the maintenance and further development of virtual collaboration sites, budget tools, guides and templates;
 - d) 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 UN policies and procedures.
4. Performs other related work as required.

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.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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



Page 3

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.

Your qualifications

Educational Background

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

Experience

Required: At least two (2) years of progressively responsible experience in finance, administration, budget, business administration or related area.

Desirable: At least one (1) year of working experience in the UN common system and/or UN agencies in finance and accounting, and grants management using an ERP system. Knowledge of the UMOJA ERP system. Experience in using ERP reporting and business analytics modules.

Language skills

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

Asset: Knowledge of another UN official language.

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 (plus variable post adjustment, currently 38.5% 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.