



## **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
22 October 2015	15/TA31/AS	As soon as possible	Six months	Bonn, Germany

Publication date: 08 October 2015

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The Convention secretariat supports 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. The Financial Resources Management Unit is part of the Administrative Services (AS) programme.

### **What will you be doing**

Under the general guidance of the Chief Financial Resources Management unit, and the direct supervision of the Lead Budget Officer you will carry out a wide range of duties and functions in relation to the financial and budgetary management of the trust funds and special accounts administered by the secretariat including the core budget fund, the international transaction log (ITL), the Bonn fund and programme support costs.

### **You will have the following responsibilities:**

1. Budget Administration
  - Prepare allotments, redeployment of funds when necessary, monitor budget implementation and expenditures to ensure that they remain within authorized levels;
  - Act as Super Certifying Officer for all programmes/assigned programmes/funds and act as an approving officer for budget authority and funding documents;
  - Administer and monitor the Bonn Fund including review of agreement and cost plans, ensuring compliance with regulations and rules and established policies and procedures and reporting back to the Government of Germany;
  - Monitor and assist with the budget planning of programme support costs, cost recovery administration including review of agreements and cost plans for common premises and services;
  - Review and assist with the preparation and finalization of the budget performance reports (monthly/quarterly/annually) for submission to management, the Subsidiary Body for Implementation (SBI), the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), including analysing variances between the approved budget and actual expenditures;



- Manage the post management system and maintain an appropriate system for monitoring and reporting of engagement agreements between the Information Technology Services programme and other programmes.
2. Budget preparation
- Review, analyse and assist with the preparation and issuance of budget documents by preparing relevant budgetary tables, standard costs, and analysis, and creating templates used in the preparation of budget proposals;
  - Provide support and advice to managers in the preparation of budget submissions;
  - Consolidate, review and analyze budget proposals submitted by programmes;
  - Assist in the preparation of budgetary information and analysis;
  - Prepare and issue the core budget “notification of contributions” to Parties of the Convention.
3. General
- Provide guidance and supervision to the Budget Assistant; provide input and guidance on budgetary and financial procedures, policy development and interpretation of budget data and expenditure; assist with the development and implementation of new initiatives for streamlining business processes;
  - Contribute to the preparation of official reports and provide support to agenda items relating to financial and administrative matters for the sessions of the COP, CMP and the SBI;
  - Draft or prepare correspondence to respond to enquiries by Parties in respect to relevant financial and budgetary matters.

### **What are we looking for**

#### **Educational background**

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

#### **Experience**

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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

#### **Language skills**

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Required: Fluency - oral and written - in English.

Advantage: Fluency in additional UN official language.

#### **Specific professional knowledge**

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

#### **Job related skills**

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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\$ 3,941 to 4,439 (without dependents)  
US\$ 4,201 to 4,752 (with dependents)  
(plus variable post adjustment, currently 28.8% of net salary),  
plus other UN benefits as indicated in the link below:

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