



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

VACANCY ANNOUNCEMENT NO:	VA 14/006/AS
PUBLICATION/TRANSMISSION DATE:	10 January 2014
DEADLINE FOR APPLICATION	08 February 2014
TITLE AND GRADE:	Associate Programme Budget Officer, P-2
POST NUMBER:	ZRB-2944-P2-001
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 work programme and the mandated activities of the secretariat to ensure efficiency, effectiveness, compliance with relevant rules and regulations and appropriate accountability, and the facilitation of cross-cutting common services and functions.

Responsibilities

Under the general guidance of the Chief Financial Resources Management unit, and the direct supervision of the Lead Budget Officer (P-4), the incumbent carries out a wide range of duties and functions in relation to the management of voluntary contributions including fundraising, coordinating the preparation and submission of project proposals, providing guidance and assistance to programmes in developing memoranda of understanding, and liaison with donors. The post holder will advise on the level of income available for supplementary activities and take action to ensure donor conditions are respected and adhered to. He/She will be responsible for preparing and monitoring budget allotments, identifying internal sources of funding for mandated supplementary activities, monitoring of cash flows and processing unapplied income and identifying correct budget account classifications. The post holder will provide budgetary guidance to secretariat programmes in the management and monitoring of project implementation, on advances to implementing partners as well as on the clearing of unliquidated obligations in relation to voluntary contributions. As a member of the budget team within the Financial Resources Management Unit, the post holder will contribute to the development of budgetary and other financial tracking systems and the preparation of official reports and documents on administrative and financial matters for official meetings including tracking of decisions by the governing bodies and advising on financial implications.

1. Fundraising, donor liaison, project management and monitoring of implementation, and donor reporting
 - a. Provides inputs in drafting and finalizing memoranda of understanding with governments hosting sessions, workshops and informal meetings.
 - b. Proactively identifies potential sources of funding for voluntary contributions through research and insight into donor developments and interests and initiates contacts and maintains the relationships on an ongoing basis.

/...

- c. Actively manages fundraising activities and donor liaison by following up with donors to secure the funds on commitments and pledges made and ensures a continuing understanding and keeping up to date with donor interests, changing conditions and any movements in the established contacts.
 - d. Provides advice, guidance and support to programmes with drafting of project proposals and other project documents, and their revisions on funding for mandated supplementary activities.
 - e. Reviews and advises programmes on the preparation of memoranda of understanding for implementation of supplementary activities and clears them for the availability of funds and terms and conditions agreed upon with implementing agencies.
 - f. Liaises with and clears contribution agreements with donors on voluntary contributions, their use and their reporting requirements in close consultation with the secretariat's legal affairs programme as appropriate.
 - g. Actively liaises with secretariat programmes and reviews the implementation of projects with a view to meet the agreed donor requirements including the submission of interim and final substantive narrative project reports.
 - h. Coordinates the preparation of financial reports, by Programme Management Officers, to donors .
 - i. Advises programmes on financial and budgetary matters relating to their allocated resources for supplementary activities.
 - j. Facilitates project reviews and audits, and follows up on the clearing of project advances .
2. Income monitoring, budgetary allotments and expenditure monitoring
- a. Reviews and analyses income and expenditure under various trust funds and special accounts, and advises management on the status of income and funding commitments and pledges.
 - b. Regularly monitors cash flow, prepares allotments and redeploys funds when necessary and takes responsibility for the preparation of monthly management and ad-hoc reports on various trust funds and special accounts as required.
 - c. Makes recommendations and advises senior management on the creation, extension and utilization of approved posts funded from supplementary resources.
 - d. Prepares projections of resource requirements under various trust funds and special accounts during the biennium and advises of expected shortfalls and other planning issues and makes appropriate analysis and recommendations to senior management.
 - e. Advises senior management of internal sources of funding for supplementary activities, identifying any potential restrictions and implications on the long term resources planning.
 - f. Coordinates income processing under various trust funds and special accounts including the application of deposits.
 - g. Takes the leading role in monitoring and clearing unliquidated obligations for mandated supplementary activities.
 - h. Within delegated authority, acts as an approving officer for budget authority and funding documents as well as a certifying officer in a back-up capacity.
3. Official reports and systems development
- a. Contributes to the preparation of official reports on financial and administrative matters .
 - b. Provides substantive support to the consideration of financial and administrative matters during the UNFCCC sessional meetings
 - c. Initiates, develops and implements internal policies and procedures relating to the management of projects under the trust fund for supplementary activities.
 - d. Contributes to the secretariat reporting on programme performance through providing advice, guidance and input to the process.
4. Supervision and guidance of budget staff and other duties
- a. Supervises the work of budget assistant(s) assigned to work on specific trust funds and special accounts, ensuring appropriate development and implementation of their work plans.
 - b. Appraises staff performance.
 - c. Undertakes any other job-related activities as required to meet the mandates, goals and objectives of the unit, the Administrative Services programme and the secretariat as a whole.

Requirements

(Only candidates who meet the essential requirements stated below will be considered.)

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

Experience: At least three 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.

Specific professional knowledge: Working knowledge of United Nations financial systems and the UN financial rules and regulations is highly desirable.

Job related skills: A high degree of tact, diplomacy and discretion, attention to details.

Language requirements: Fluency in spoken and written English. Fluency in an additional UN official language is an advantage.

To apply

Candidates whose qualifications and experience match the requirements for this position, 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. **Salary and allowances:** US\$ 46,819 to US\$ 52,745 (without dependents)
US\$ 49,916 to US\$ 56,454 (with dependents)
(plus variable post adjustment, currently 54.2% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>