

Ref. No.: **HRSS/15/10/1473/zt**

## TEMPORARY JOB OPENING ANNOUNCEMENT

<b>P-3</b>	<b>Budget Officer</b>
TJO Grade Level	Functional Title
<b>Economic Commission for Africa/ Strategic Planning &amp; Operational Quality Division</b>	
Department/Office/Division/ Service/Section	
<b>15/10/2015</b>	<b>29/10/2015</b>
Date of issue (DD/MM/YY)	Deadline (DD/MM/YYYY)

Duty Station:	<b>Addis Ababa</b>	Estimated Start Date:	<b>Effective immediately</b>
Duration of need:	<b>Three Months</b>	Possibility of Extension	<b>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></b>

### ***DUTIES AND RESPONSIBILITIES***

This position is located in the Strategic Planning and Operational Quality Division of the Economic Commission for Africa. The Budget Officer reports to the Chief of Programme Planning and Budget Section.

Within delegated authority, the Budget Officer will be responsible for the following duties: **PROGRAMME PLAN AND PRIORITIES:** Review, analyze and finalize the preparation and/or revisions of the biennial programme plan (Strategic Framework), taking into account recommendations and decisions of specialized inter-governmental bodies; Participates in the development, implementation and evaluation of assigned programmes/projects, etc; monitors and analyzes programme/project development implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions; Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies; Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc; provide substantive support to relevant inter-governmental and expert bodies in their review of the Strategic Framework and secure approval from the General Assembly. Ensure legislative mandates are accurately translated into programme priorities and ensure adequate resourcing. **BUDGET PREPARATION, IMPLEMENTATION AND ADMINISTRATION:** Analyze cost estimates and budget proposals, including programmatic aspects. Ensure compliance with the Strategic Framework and other legislative mandates. Review, analyze and finalize financial implications arising from decision/statements of the Security Council and the General Assembly and its subsidiary bodies. Analyze and recommend spending authority (allotments) and monitor implementation to ensure that they remain within authorized levels. Administer and monitor extra-budgetary resources, including review of agreements and cost plans. Review and finalize budget performance reports, analyzing variances between approved budgets and actual expenditures. Ensure compliance with the Financial Regulations and Rules and established policies and procedures. Provide substantive support to relevant inter-governmental and expert bodies in their budget review. **GENERAL:** Provide advice and guidance, as required, to clients of the Division on programmatic, budgetary and financial policies and procedures, including results-based budgeting. Keep upto- date on documents/reports/guidelines/issues that have a bearing on matters related to programme budgets, as appropriate, ensuring compliance with inter-governmental recommendations

and decisions as well as with United Nations policies and procedures. Draft reports for inter-governmental bodies and for management on budgetary issues, and correspondence; undertake research and analysis of budgetary policies and procedures, make recommendations for changes and/or modifications. Provide substantive support at inter- and intra-departmental meetings and as appropriate before legislative and expert bodies, on matters related to resource requirements, programming and budgetary issues. Perform other related duties, as assigned. The incumbent will be required to provide stand-by services during the weekend, holidays and outside normal working hours, as necessary.

### ***COMPETENCIES***

**PROFESSIONALISM** - Proven conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations; in-depth grasp of programme planning, budgeting, financial principles and practices; proven ability to work under pressure and produce output that is accurate and of high quality; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Ability to review and draft comprehensive, clear and concise reports and correspondence on budgetary and programmatic matters. Keeps people informed of progress and setbacks. Solid computer skills, including proficiency in word processing, spreadsheets and complex computerized financial systems. Proficiency in Integrated Management Information System (IMIS), the UN Budget Information System (UNBIS), and finance modules of internationally recognized enterprise resource planning software (ERP) such as Oracle, SAP, PeopleSoft is desirable. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **PLANNING AND ORGANIZING** - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **TEAMWORK** – Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### ***QUALIFICATIONS***

**Experience:** A minimum of five years of progressively responsible experience in programme planning, budgeting, management and administration. Experience in applying results-based management and budgeting principles in a development context is highly desirable.

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

**Languages** Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

### ***SPECIAL NOTICE***

**IMPORTANT:** Complete the application, P-11 form, available on the [www.uneca.org](http://www.uneca.org) webpage. No other version of CV will be accepted. All applications must be sent to [RecruitmentPPost@uneca.org](mailto:RecruitmentPPost@uneca.org) to receive consideration for employment.

When sending your application, please state in the subject line which position you are interested in as indicated below. Do not send general applications.

The human resources office will evaluate your application to ensure that you meet the minimum qualifications of the position and will provide the hiring manager with a list of eligible candidates.

Only those applicants who are being considered will be contacted for an interview.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

**DOCUMENTS REQUIRED:**

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Personal History Profile (visit <a href="https://inspira.un.org">https://inspira.un.org</a> to generate a PHP)
<input checked="" type="checkbox"/>	Last two completed Performance Appraisal or two Reference Letters for external applicants
<input type="checkbox"/>	Other:

ALL SUBMISSIONS TO BE SENT TO [RecruitmentPost@uneca.org](mailto:RecruitmentPost@uneca.org)

Subject line: - [TJO](#), [Budget Officer/SPOQD](#), P-3, [HRSS/15/10/1473/zt](#)

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.

- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments, please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English) .