

Posting Title : FINANCE AND BUDGET OFFICER (Cost Recovery), P3
Job Code Title : FINANCE AND BUDGET OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 29 May 2026-12 June 2026
Job Opening number : 26-FIN-RSCE-278360-J-ENTEbbe (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support.

The Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including budgeting, human resources management, property management, quality assurance and business intelligence, conference services, and record keeping and archive management. For more information, please visit <https://rsce.unmissions.org>.

This position is located in the front office of the Deputy Director RSCE working closely with the Budget Unit and other key stakeholders and reports directly to the Deputy Director. The United Nations Regional Service Centre is located in Entebbe (Uganda).

Responsibilities

Within delegated authority, the Finance and Budget Officer (Cost Recovery) will be responsible for the following duties:

BUDGET PREPARATION:

- Reviews, analyses and supports the finalization of cost estimates and budget proposals for cost recovery, in terms of staff and non-staff requirements; and ensures compliance with legislative mandates.
- Provides input and coordinates responses for Director, RSCE on cost recovery related queries to respond to relevant intergovernmental and expert bodies during the budget review.

COST RECOVERY ADMINISTRATION:

- Supports the implementation of a comprehensive cost recovery mechanism at the RSCE providing guidance and advice on policies, processes, procedures, systems, billing and supporting the change management process at the Centre.
- Manages, supervises and carries out the implementation of an end-to-end cost recovery mechanism at the Centre by maintaining and documenting detailed processes and procedures; guiding individual responsibilities of key stakeholders; developing needed expertise and knowledge; evaluating performance; and identifying opportunities for improvement.

COST PLANNING AND ALLOCATION / ALLOTMENT ISSUANCE

- Coordinates and develops cost recovery plans inclusive of related requirements for staff and non-staff costs and liquidity forecasts for approval by the Office of the Controller.
- Coordinates the annual review and update of rate cards and advises clients on pricing options and available services. Ensures updates are properly reflected in the Umoja service catalogue.
- Administers and monitors resources, including agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Analyzes cost plan amendment requests and makes recommendations to management to resolve any issues.
- Provides budget performance reports related to cost recovery, monitors variances (allotments, revenue, expenditures) between approved cost plans and actuals and proactively takes corrective action, as required, in close collaboration with concerned parties.

SERVICE PROVISION, BILLING AND MONITORING OF COST RECOVERY OPERATIONS

- Coordinates necessary stakeholders and contributes to the update and development of Service Level Agreements (SLAs) with client offices.
- Coordinates effective client service and performance monitoring for cost recovery clients and ensures that client concerns are addressed and issues resolved quickly and efficiently by coordinating across functions.
- Oversees the billing process and monitoring of variances including workload volumes and outstanding receivables.
- Carefully monitors revenue collection from both internal and external entities and regularly follows up on outstanding payments.
- Ensures the cost recovery mechanism complies with applicable policies and procedures and that the financial health of cost recovery funded activities is maintained.
- Prepares reports, presentations or other briefing materials on budgetary utilization of cost recovery funds for senior management.

GENERAL:

- Provides briefings, trainings and sensitization on cost recovery policies, practices and procedures to key stakeholders to build institutional knowledge and ensure compliance with Organizational policies.
- Keeps abreast of relevant documents/reports/guidelines that have a bearing on cost recovery and

programme budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.

- Acts as Certifying Officer under Financial Rule 110.4 to ensure that proposed obligations and expenditures in relation to cost recovery activities are in accordance with cost plans and established regulations and rules.
- Ensures the integrity of financial and management systems and the controls that underpin them.
- Performs other related duties, as assigned.

Competencies

Professionalism: Knowledge of financial and budgetary principles and practices, budget management and financial administration of cost recovery resources. Proven analytical skills, ability to provide technical advice related to cost recovery to managers and other key stakeholders. Ability to provide advice and brief senior management on strategic approaches to cost recovery budget management issues. Ability to formulate and guide IT solutions to improve the billing and cost recovery processes. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

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

Job Specific Qualifications

Work Experience

A minimum of five years of progressively responsible experience in budget, administration, finance, or a related area is required.

Experience in all areas of cost recovery administration is required.

Experience with SAP-based ERP systems (such as Umoja) for cost recovery application is required.

Experience working in the United Nations or similar international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this job opening, English is required. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details).

Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level III	UN Level III	UN Level III	UN Level III

Assessment

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

Special Notice

Appointment or assignment against this position is for an initial period of 364 days. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect.

- 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.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or

offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

All external candidates recruited in accordance with section 2.2 (a) of ST/AI/2025/3 for a fixed term appointment without limitation and all external candidates recruited in accordance with section 2.2. (c) of ST/AI/2025/3 for a fixed term appointment limited to the entity are subject to an initial probationary period of one year under a fixed-term appointment.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION

ON APPLICANTS' BANK ACCOUNTS.