



Job Opening Reference: RSCE/TJO/005/09-2018

Issuance Date: 29 September 2018

Deadline Date: 12 October 2018

Type of contract: Temporary Appointment

Duration: 6 months (further extension subject to successful performance and extension of mandate)

Department: RSCE

Scheduled date for taking up appointment: ASAP

Title: Associate Budget Officer	Grade: NO-B	Duty Station: Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply		

- Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Organizational Setting and Reporting Relationship.

The position is located in the Regional Service Centre Entebbe (RSCE). The incumbent reports to the head, Budget Unit.

1. Main Duties and Responsibilities:

Within limits of delegated authority, the Associate Budget Officer will be responsible for the following duties:

Medium-term plan

- Reviews, analyses and finalizes the preparation of the medium-term plan and its revisions on the basis of Section/Service Line submissions, taking into account recommendations and decisions of UN Legislative bodies.
- Provides advice and support to Senior Management in their review of the medium-term plans and its revisions.
- Ensures legislative mandates are accurately translated into programme budgets and monitor their implementation.

Budget preparation:

- Reviews, analyses and assists in the finalization of cost estimates and budget proposals for RSCE and supported Missions, in terms of staff and operational requirements from (a) Service pillars (b) Sections and (c) support partners; to ensure compliance with the strategic priorities and other legislative recommendations.
- Reviews and analyses programme budget/financial implications of the UN General Assembly resolutions in light of additional mandates.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Provides support to Senior Management during the UNHQ and Legislative bodies budget

review process to assist in securing approval from the General Assembly.

Budget administration:

- Prepares allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Monitors budget implementation and recommends reallocation of funds as necessary, prepare monthly, quarterly and yearly reports as required.
- Monitors expenditures to ensure that they remain within authorized levels.
- Reviews requisitions raised in UMOJA for goods and services to ensure (a) correct objects of expenditure have been charged, (b) availability of funds (c) in line with approved requirements.
- Review source documents for completeness to (a) ensure compliance with related UN rules, regulations and policies (b) ensure availability of funds to support requirements (c) give policy guidance to Senior Management and staff on related resource issues.
- Administers and monitors extra-budgetary resources for RSCE, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Administers and monitors budgetary and extra-budgetary resources for missions supported by RSCE, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in the preparation of budget performance submissions for RSCE and supported Missions
- Reviews and assists in finalization of budget performance report, analyzing variances between approved budgets and actual expenditures, drafting reports on the planning assumptions and the RBB frameworks.
- Under the supervision of the head of unit responsible for the day to day management of the RSCE resources including resources of the Missions supported by RSCE.
- Review and track contracts/commitments established for operational requirements

General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and/or peacekeeping budgets, ensuring compliance with legislative recommendations and decisions as well as with United Nations policies and procedures”
- Drafts relevant correspondence on budgetary matters for clearance by the Deputy Regional Service Center Entebbe (DCRSCE).
- Act as officer-in-charge of the Unit in the absence of the head of the Budget Unit.
- Prepares ad hoc reports on budget matters.
- Performs other related duties, as assigned

2. Competencies:

• **Professionalism:** Ability to identify and resolve budgetary problems and identify sources for data collection. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

• **Planning & 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

- **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; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

A first-level university degree in business administration, finance, or related field. Qualification as Certified or Chartered Accountant is desirable.

Work Experience

At least two years of progressively responsible experience in finance, administration, budget, business administration or related area. Knowledge of ERP Funds Management and Source to Acquire in an international setting is required. Preparation and administration of budgets for a United Nations or similar organization is desirable. Preparation and administration of financial resources for United Nations or similar organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

ADDITIONAL IMPORTANT COMMENTS.

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
 - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
 - Latest performance evaluation report (for internal UN Candidates).
 - Copy of High School Diploma.
 - Copies of other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: rsce2-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
7. This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED