



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2026-2-25

TERMS OF REFERENCE

I. General Information

Title: JPO in Financial Management

Sector of Assignment: Programme planning, finance and budget

Organization/Office: United Nations Secretariat / Department of Management Strategy, Policy and Compliance (DMSPC) / Office of the Controller.

Country and Duty Station: New York, USA

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Supervision

Title of Supervisor:

Senior Programme Management Officer

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

The supervisor will assign tasks to the JPO and establish deadlines after consulting with the JPO.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the JPO will:

- Provide support and inputs for guidance on various cross-cutting organizational financial and administrative policies, procedures, standards and contractual instruments with regards to partnerships.
- Support the Office with the interpretation and provision of advice on the application and interpretation of financial and staff regulations and rules.
- Monitor and analyze programme/project development and implementation across the Organization; review relevant documents and reports; identify problems and issues to be addressed and initiates corrective actions; liaise with relevant parties; ensure follow-up actions.
- Undertake research, analyze and present information gathered from diverse sources across the Organization and the UN System organizations, with regards to legal, ethical, audit and other standards and procedures.
- Support capacity building activities, in collaboration with the clients, through workshops, training and other interactive sessions and assist in issuance of presentations, briefing materials, guidance with regards to best practices, standards, process and procedures applicable to contractual instruments with partners, to be used in communication with Secretariat entities.
- Support the implementation of data standards in the ERP system such as the CEB data standards and International Aid Transparency Initiative (IATI).
- Support continuous improvements in the corporate partner management tools.

IV. Qualifications and Experience

Education:

Master's degree in business administration, economics, information systems, law, statistics or finance would be preferable but not required.

Work experience:

At least 2 years of progressively responsible experience in finance, administration, budget, business administration or related area.

Languages:

Fluency in English (written and oral) is required. Knowledge of another UN official language is an advantage.

Other skills:

Solid computer skills, including proficiency in use of Microsoft Word, Excel, Powerpoint. Knowledge of finance modules of internationally recognized enterprise resource planning software (ERP) such as Oracle, SAP is highly desirable.

UN 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; a complete, in-depth grasp of 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 financial and programmatic matters. Keeps people informed of progress and setbacks. Solid computer skills.

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.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will be able to:

- Understand the financial and budget management in United Nations;
- Understand the structure and regulatory frameworks of UN system organizations;
- Extract data from information systems and identify trends with regards to partnership arrangements;
- Draft policies on financial and administrative management matters;
- Summarize information that is complex in a simple, accessible, succinct and attractive manner;
- Prepare and deliver presentations on various financial and programme implementation issues including on, policy matters, newly proposed approaches, policies, processes and procedures, operating procedures etc.

VI. Background Information

- OPPFB is headed by a Controller and is comprised of 3 Divisions: The Programme Planning and Budget Division (PPBD); the Field Operations Financing Division (FOFD); and the Finance Division.
- The JPO will work in the Office of the Controller within OPPFB.
- The Office of the Controller is headed by an ASG and is comprised of a P5 Sr. Programme Management Officer, P4 Special Assistant, P4 Financial Management Officer and 4 Financial and Administrative Assistants.
- The JPO will work in the Front Office of the Controller which is responsible to provide leadership in the administration of the Financial Regulations and Rules of the United Nations and the Regulations and Rules Governing Programme Planning, the Programme Aspects

of the Budget, the Monitoring of Implementation and the Methods of Evaluation. Additionally, the Controller's Office is responsible to provide leadership at the United Nations system-wide level in the negotiation and management of arrangements with other intergovernmental organizations on financial and administrative matters.

- The JPO will report directly to the Senior Programme Management Officer.

The core functions of the Office of the Controller are as follows :

- (a) Assists the Assistant Secretary-General, Controller, in the overall direction, supervision and management of the Office of Programme Planning, Finance and Budget;
- (b) Assists in the discharge of the responsibilities delegated to the Assistant Secretary-General, Controller, under the delegation of authority framework for the administration of the Financial Regulations and Rules of the United Nations;
- (c) Provides strategic guidance and direction on all programme planning, financial and budgetary policy matters; and
- (d) Coordinates interdepartmental activities relating to programme planning, financial and budgetary matters.

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2026-2-25 auf dem Bewerbungsbogen