A. **General Information**

**Title:** Budget Analyst, Junior Professional Officer (JPO)

**Main sector of assignment:** Resource Planning and Budgeting Branch, DMS

**Country and Duty Station:** New York, US

**Duration of assignment:** 2 years with possibility of extension for another year

*Please note that 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!

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

B. **Supervision**

The Budget Analyst position is located in the Division for Management Services, Resource Planning and Budgeting Branch, reporting to the Budget Advisor. The Resource Planning and Budgeting Branch is responsible for preparing, coordinating and managing the organization’s Integrated Budget. The Branch plays a key role in the distribution and management of financial resources and the monitoring of expenditures.

**Content and methodology of supervision:**

1. Job-related guidance in a timely, constructive and appropriate manner is provided on a continuous basis.

2. The functions of all staff and what is required of the JPO and how this relates to the overall mandate of UNFPA will be explained.

3. All necessary information, rules, policies, equipment and other tools required will be provided.

4. The JPO will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities.

5. Supervisors will take an overall interest in the JPO’s development and provide encouragement and advice on how the JPO can realize his/her potential.

6. There will be opportunities for the JPO to express his/her views on work-related matters.
C. **Duties and Responsibilities**

In direct support of UNFPA's Programme and Management ensures proper and effective preparation, management and implementation of the Integrated Budget, and provides analysis on cross-cutting issues in the resource planning and budgeting areas, through the following areas of activities:

1. **Budget planning and formulation**
   - Assists in the formulation of the Integrated Budget for Headquarters and Field Offices, within the results-based budgeting framework and aligned with the priorities of the UNFPA Strategic Plan.
   - Analyses budget submissions through the use of IT tools, including automated tables and other applications.
   - Participates in the preparation of selected tables and text of the Integrated Budget document.
   - Preparations and background documents for internal and external meetings on the Integrated Budget, including for ACABQ, Executive Board and UNFPA senior management.
   - Participates in the design of reports, tables and graphs for presentation in the Integrated Budget document.
   - Assists in the development of integrated budget processes, including Institutional Budget and Programme elements.

2. **Research and analysis of resource planning and budgeting practices**
   - Conducts research and documents the practices of other UN agencies and international organizations regarding budgetary practices, such as recovery of indirect costs, results-based budgeting, integrated budget approaches, capital budgeting, accrual budgeting, etc.
   - Conducts research, benchmarking and analysis of trends in UNFPA resource planning and budgeting practices, identifies and documents gaps for management attention and decision-making.
   - Data analysis and identification of cross-cutting areas of improvements in financial and budgetary management, gathers and synthesizes evidence for decision-making.
   - Prepares background papers/briefing documents on the results of the research and analysis in the areas of resource planning and budgeting.
   - Participates in the development of policies, guidelines and procedures on resource planning and budgetary matters to improve accountability for the implementation of the Institutional Budget component as well as budgeting for programmes.
   - Participates in development of training material for resource planning and budget areas.
   - Ensures that up-to-date budget-related information and guidance is included in the policies and procedures as applicable.
   - Ensures complete and coherent presentation of budget information on the UNFPA intranet/website for internal knowledge sharing purposes.

Perform any other activity as required to ensure the success of the work team.

D. **Qualifications and Experience:**

**Education:**
- **Master's Degree** in social sciences or related fields with specialized knowledge in the field of Economics, Finance, Business Administration or Accounting.

**Knowledge and Experience:**
- Minimum two years of experience in financial, budget or administrative management at national or international level is an asset.
- Prior experience in developing countries is an asset.
• Fluency in English. Knowledge of other working languages of the UN is an asset.
• Ability to write clearly and concisely.
• Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

E. **Required Competencies**

Values:
• Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing cultural diversity, embracing change.

Core Competencies:
• Achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically; working in teams/managing ourselves and our relationships, communicating for impact

Functional Skill Set:
Management of organization’s financial resources; Provision of guidance on budget-related and operational issues; Drafting of technical briefs and presentations; Managing data; Managing information and workflow; Planning, organizing and multi-tasking.

F. **Learning Elements**

Upon completion of the two-year assignment, the JPO will be able to:

• Understand and assess the formulation and management of UNFPA’s Integrated Budget and corresponding resource management policies.
• Analyze budget submissions in light of the Organization’s strategy and priorities, as well as of financial constraints.
• Understand UN Funds and Programmes funding and governance structure and related processes.
• Draft background papers, policies and guidelines related to UNFPA’s resource management.
• Provide guidance on preparation of project budgets, including indirect and direct costs.

G. **Background Information**

The Budget Analyst position is located in the Division for Management Services, Resource Planning and Budgeting Branch reporting to the Budget Advisor. The Resource Planning and Budgeting Branch is responsible for preparing, coordinating and managing the organization’s Integrated Budget. The Branch plays a key role in the distribution and management of financial resources and the monitoring of expenditures.

The Resource Planning and Budgeting Branch currently consists of two teams with five International Professional posts (including the JPO) and three local post. The UNFPA JPO will have a unique opportunity
to obtain practical experience in a variety of operational areas, including but not limited to Budget planning and formulation and resource planning and budgeting practices.

**H. Information about living conditions at the duty station**

New York is a headquarters (‘H’ category) duty station and provides a safe and comfortable living environment. Duty station specific post adjustment applies to different locations which assists in equalizing living costs within different locations.

Further information on benefits and entitlements can be found by going to:


Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO). Bewerbungsformalitäten unter [www.bfio.de](http://www.bfio.de), Stichwort: Junior Professional Officer (JPO)