

TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO) Chiffre Nr. 2022-1-32

- JOB TITLE:** JPO, Associate Finance and Budget Officer
- UN ORGANIZATION:** UN-HABITAT
- UNIT:** Management, Advisory and Compliance Service Division
- LOCATION:** Nairobi, Kenya
- DURATION:** 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).

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme, UN Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT

Within delegated authority, the Associate Finance and 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 departmental submissions, taking into account recommendations and decisions of specialized intergovernmental bodies.
- Provides advice and support to relevant intergovernmental and expert bodies in their review of the medium-term plan and its revisions; assists in securing approval from the General Assembly.
- Ensures legislative mandates are accurately translated into programme budgets.

Budget preparation:

- Reviews, analyses and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements from Departments/offices at Headquarters and in the field, including programmatic aspects; ensure compliance with the medium-term plan and other legislative mandates.
- Reviews and analyses programme budget/financial implications to the Security Council statements in light of additional mandates.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Provides support to relevant intergovernmental and expert bodies in their budget review; assists 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.
- Monitors expenditures to ensure that they remain within authorized levels.
- Reviews requisitions generated by the Reality system for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds.
- Administers and monitors extra-budgetary resources, 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.
- Reviews and assists in finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Assists in providing substantive support to intergovernmental and expert bodies.

General:

- Keeps up to date on documents/reports/guidelines that have a bearing on matters related to programme budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Support the implementation of Enterprise Risk Management, monitoring and reporting on follow-up of the implementation of audit, and other oversight bodies' recommendations and associated management actions and support in undertaking periodic and ad hoc reviews to assess effectiveness of the internal controls.
- Performs other related duties, as assigned.

Results Expected

Applies knowledge with respect to the full range of finance and budget management activities of the Department/Unit. Adheres to applicable UN guidelines, policies and procedures while undertaking these duties.

TRAVEL

The JPO will undertake official missions related to her/his work programme particularly those related to joint consultations with clients.

TRAINING AND LEARNING ELEMENTS

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Services (HRMS) of the United Nations Office of Nairobi (UNON) and where possible, external trainers. The courses include language courses in all United Nations languages, computer training, management courses, etc. Within the OICU team, the JPO will have the opportunity of on-the-job training on subjects such as UMOJA.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Education: Master's degree in business administration, finance, or related field.

Experience: Progressively responsible experience in finance, administration, audit, risk management, budget, business administration or related area.

Languages: English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

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.

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 audience; demonstrates openness in sharing information and keeping people informed.

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.

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 time efficiently.

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

SUPERVISION

This post is located in the Oversight and Internal Control Unit, Management Advisory, and Compliance Service Division, UN Habitat at the Nairobi Duty Station under the direct supervision of the Oversight and Internal Control Officer.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen
(BFIO) unter Angabe der Chiffre Nr. 2022-1-32 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de