



## **United Nations – UN-Secretariat**

### **Junior Professional Officer Program (JPO) Chiffre Nr. 2022-2-36**

#### **TERMS OF REFERENCE**

##### **I. General Information**

**Title:** JPO in Programme Planning and Budgeting

**Sector of Assignment:** Policy Coordination Unit, Programme Planning and Budget Division

**Organization/Office:** United Nations Secretariat / Department of Management Strategy, Policy and Compliance / Office of Programme Planning, Finance and Budget / Programme Planning and Budget Division

**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:  
Chief, Policy Coordination Unit

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.

##### **III. Duties, Responsibilities and Output Expectations**

Within delegated authority, the JPO will:

- Provide support and inputs for budgetary guidance, policy and procedures.
- Review, analyse and assist in the (a) finalization of budget proposals, in terms of staff and non-staff requirements for sections within the Unit; (b) translation of mandates

into programme plans; (c) preparation of financial performance reports; (d) calculation of budget implications emanating from resolutions from competent intergovernmental bodies; and (e) preparation of revised estimates resulting from changes in rates of exchange and inflation.

- Provide support to relevant intergovernmental and expert bodies in their budget review including drafting of responses and updating central financial information for draft resolutions.
- BUDGET ADMINISTRATION, including issuance of allotments, monitoring of expenditures and preparation of Business Intelligent reports related to finance and budget as well as various aspects of the financial performance reports.
- Undertake research and contribute to change initiatives including new proposals to simplify the re-costing practice of the regular budget, new budgetary policies and procedures, automation of processes, and enhancement of budget systems used for budgeting.
- Prepare guidelines, presentations, and briefing material on newly proposed approaches, policies, processes and procedures, to be used in communication with the Division, senior management and support to client offices

#### **IV. Qualifications and Experience**

##### **Education:**

Master's degree in business administration, economics, information systems, statistics or finance.

##### **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 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 budgetary 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 programme budget cycle of the United Nations;
- Understand the mandates entrusted to the Organization and is able to translate them into programme budgets;
- Extract data from information systems and identify trends and deviations;
- Draft UN Budget and performance reports, programme plans, statements of programme budget implications, financing resolutions, and responses to the legislative committees on various financial issues;
- Draft policies on financial and budgetary matters;
- Summarize information that is complex in a simple, accessible, succinct and attractive manner;
- Prepare and deliver presentations on various financial/budgetary issues including on, policy matters, newly proposed approaches, policies, processes and procedures, operating procedures etc;
- Review, analyse and issue allotments;
- Understand the process of adjusting budgetary resources based on revised cost parameters (e.g. exchange rates, inflation, standard costs, vacancy rates of positions).

## **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 Programme Planning and Budget Division (PPBD) within OPPFB.

- PPBD is headed by a Director at the D-2 level and is comprised of 3 Services, each headed by a D-1 Service Chief, and a Policy and Coordination Unit (PCU) headed by a P-5 Chief, PCU.
- All three Services and the Policy and Coordination Unit report directly to the Director of the Division.
- The JPO will work in PCU which is responsible for the guidance and coordination of the proposed programme budget; the financial performance report; and other reports on budgetary matters. Additionally, PCU is responsible for all cross-cutting matters related to the programme budget.
- The JPO will report directly to the Chief of the Policy and Coordination Unit;

**The core functions of the Programme Planning and Budget Division (PPBD) are as follows :**

- (a) Developing and implementing policies, procedures and methodology, consistent with 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, on matters relating to the programme budget, and providing guidance to departments/offices in respect thereto;
- (b) Preparing and presenting to the legislative bodies the Secretary-General's proposed programme budget and budgets of the criminal tribunals; financial performance reports; and other reports on budgetary matters, including statements of programme budget implications of new activities, as well as revised or supplementary programme budget proposals;
- (c) Continuing the facilitation of deliberations and decision-making on planning and budgetary issues by the General Assembly and its relevant subsidiary organs through the provision of substantive services on programme and budgetary issues;
- (d) Enhancing information systems used in the formulation, monitoring or reporting of programme budgets and to ensure the economical and proper use of resources;
- (e) Improving services to clients, both within and outside the Secretariat, by leveraging technology to simplify administrative processes and through continued emphasis on productivity gains and the development of the staff's substantive, technical and managerial skills;
- (f) Monitoring of compliance by offices in receipt of specific delegations of authority in budgetary matters;

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)  
unter Angabe der Chiffre Nr. 2022-2-36 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**