



## SPECIFIC JOB PROFILE

### I. Post Information

**POST NUMBER/ CASE NUMBER: 16882**  
**POST/CASE NUMBER OF SUPERVISOR:**  
90708 (Chief of Planning, Monitoring and  
Evaluation)  
**REASON FOR CLASSIFICATION:** New  
recruitment in the absence of GJP  
**REGION/DIVISION:** EAPRO  
**COUNTRY:** Myanmar  
**DUTY STATION:** Yangon  
**OFFICE:** Myanmar Country Office  
**SECTION:** Planning, Monitoring and  
Evaluation  
**UNIT:**

**CATEGORY:** NO  
**PROPOSED LEVEL:** NO-2  
**JOB TITLE:** Budget Officer  
**Functional Code:**  
**ICSC CCOG Code:**

### II. Strategic Office Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

#### **Strategic office context:**

The UNICEF Myanmar Country Programme - approved by the Executive Board in 2017 - focused on the need to holistically address children and adolescent's development in the medium- and long-term. Programmes were largely development-oriented with upstream policy support and strengthening of national systems. Yet following the military takeover, UNICEF Myanmar's operating environment, including contexts surrounding grant and budget management, has considerably shifted. This is combined with the declining trend of Non-Grant / Regular Resources. So as of November 2024, MCO had 76 active grants (ORR: 33, ORE: 35 and RR: 8) and a total allotment of 135 million. In addition to grant and budget management, the Budget

Officer runs a series of data to support affordability analyses, which take place numerous times per year due to the short-term nature of emergency grants.

**Purpose for the job:**

The incumbent is expected to work closely with Programmes and Operations at national and sub-national level in ensuring that funds are monitored, and grants are managed. In addition, the incumbent of the post will provide technical assistance to staff as required in VISION and other online tools and platforms related to budget management and oversight.

Under the general guidance of the Chief of Planning, Monitoring and Evaluation and in consultation with Deputy Representatives Programme as well as Operations, the incumbent will be the focal point for all budget related support and functions in VISION, as well as financial reporting for Myanmar Country Programme. The incumbent is also expected to stay abreast of grant conditionalities to adequately guide the office to ensure timely and proper utilization of grants, perform a variety of specialized tasks and analyses to inform decision making, and develop and update as necessary useful tools and systems that will allow the office to effectively and efficiently manage budget.

**III. Key functions, accountabilities and related duties/tasks:**

1. Budget Planning and Monitoring - Work with relevant specialists to:
  - a. Ensure that an effective programme budget planning process is in place to formulate and deliver on the Annual Works Plans in alignment with the overall UNICEF budgetary framework.
  - b. Monitor and report effectively on funding and utilization.
  - c. Develops alerts/KPIs to highlight funding gaps and their impact on both programme and staffing costs.
2. Analysis:
  - a. Provide regular analysis and recommendations to management on the overall utilization of funds, including expenditure patterns and cost drivers to ensure sustainability.
  - b. Maintain an overview of the financial requirements and conditions of all grants and support programme teams with effective processes and technical guidance to ensure allocations (and reallocations), full fund utilization, quality management and compliance.
  - c. Prepare reports as required to be shared with management and the Budget Task Force.
3. Capacity building:
  - a. Develop capacity of staff to ensure optimal budget planning, management, and monitoring.

The Budget Officer will:

1. Act as office focal point for office-level grant management and budget monitoring.
2. Establish solid systems and procedures to monitor and report on the use of funds, in cooperation with programmes and operations.
3. Guide the office on grant conditionalities and effective use of the resources, including ensuring that guidelines, policies, rules, regulations and procedures are fully understood and correctly applied.
4. Coordinate with relevant staff to ensure timely utilization of funds; closely monitor due dates for any financial reports and deadlines for utilization of all contributions.
5. Conduct strategic analysis to inform country office management and its decision-making and carry out special analysis requested by management to programme and budget, including appropriate recommendations.
6. Work in close collaboration with the Partnerships Specialist on donor analysis, funding trends etc.
7. Perform other relevant tasks as needed.

<b>IV. Impact of Results</b>
<p>The recommendations on programme budget planning and grant management impact the overall programme implementation, successful implementation of the Country Programme and UNICEF’s credibility and accountability to donor communities.</p> <p>The appropriate application and interpretation of rules, regulations, policies and procedures, and financial transactions, within established limits, affects the efficient delivery of programme services.</p> <p>Incorrect interpretation and application of organizational rules and regulations affect office output, cause financial damage, and harm office operations.</p>

<b>V. UNICEF values and competency Required (based on the updated Framework)</b>
<p><b><u>i) Core Values</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul> <p><b><u>ii) Core Competencies (For Staff with Supervisory Responsibilities)</u></b></p> <ul style="list-style-type: none"> <li>• Nurtures, Leads and Manages People (2)</li> <li>• Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>• Works Collaboratively with others (2)</li> <li>• Builds and Maintains Partnerships (2)</li> <li>• Innovates and Embraces Change (2)</li> <li>• Thinks and Acts Strategically (2)</li> <li>• Drive to achieve impactful results (2)</li> <li>• Manages ambiguity and complexity (2)</li> </ul>

<b>VI. Recruitment Qualifications</b>	
Education:	A university degree in business administration, finance, accounting, project management involving budget oversight, or another relevant technical field is required.
Experience:	<p>A minimum of two years of progressively responsible, professional and technically substantial experience is required in one or more of the following areas: Contribution and grant management, budget or financial management.</p> <p>Familiarity with the use of online platforms and tools. Good command of MS Excel is mandatory.</p> <p>Strong organizational skills are required.</p>

	Proven experience in working with diverse group of staff at all levels, including management, is preferable.
Language Requirements:	Fluency in English in speaking and writing and good communication skill are required.

**VII. Child Safeguarding**  
(Please respond with Yes or No)

IS THIS ROLE A REPRESENTATIVE, DEPUTY REPRESENTATIVE, CHIEF OF FIELD OFFICE, THE MOST SENIOR CHILD PROTECTION ROLE IN THE OFFICE, CHILD SAFEGUARDING FOCAL POINT, OR INVESTIGATOR (OIAI)? *:	No
IS THIS POST A DIRECT CONTACT ROLE IN WHICH INCUMBENT WILL BE IN CONTACT WITH CHILDREN EITHER FACE-TO-FACE, OR BY REMOTE COMMUNICATION, BUT THE COMMUNICATION WILL NOT BE MODERATED AND RELAYED BY ANOTHER PERSON? *:	No
IS THIS POST A CHILD DATA ROLE IN WHICH INCUMBENT WILL BE MANIPULATING OR TRANSMITTING PERSONAL-IDENTIFIABLE INFORMATION ON CHILDREN SUCH AS NAMES, NATIONAL ID, LOCATION DATA, OR PHOTOS)? *:	No
THE SELECTED CANDIDATE FOR THIS POSITION WILL BE REQUIRED TO ENGAGE WITH VULNERABLE CHILDREN*:	No