TERME DE REFERENCE

Title	Budget Officer
Number of positions	01
Level	P- 2
Location	Kinshasa, DRC
Type of contract and duration	TA - 6 months
Start Date	01/07 – 31/12/2025
Supervision	Chief of Health section

I. CONTEXT:

DRC has been certified free of wild poliovirus since 2015. However, the country has been facing outbreaks of circulating variant poliovirus (cVDPV1 and 2) since 2017.

To date, DRC has recorded 27 separate outbreaks and transmissions linked to cases from Angola, Burundi and the Central African Republic. The highest number of cases was recorded in 2022, i.e. 531 cases (around 50% of African region cases) with cocirculation of type 1 and 2 poliovirus variants.

In 2024, for Type 2, 16 polioviruses were notified, including 14 cases of Acute Flaccid Paralysis (AFP) and 2 environmental polioviruses, and for Type 1, 10 cases from AFP cases. The efforts made by the Congolese government and its partners since the start of the response have reduced the number of variant polio cases, with a significant impact observed in 2023 (50% reduction) and 2024 (90% reduction). The DRC still the country in the African region with most at risk of polio and the priority country in the efforts of the Global Polio Eradication Initiative (GPEI). To ensure good preparation and organization of quality campaigns, funds availability at provincials and Health zones levels is essential.

Also, to provide adequate support to the government's response to the new outbreaks of cVDPV1 and 2 and interrupt the circulation of the virus, UNICEF's health section in the DRC has set up a Polio programme to carry out interventions in collaboration with other partners. Given the challenges over the next 5 years and the critical need for a decisive response, it is imperative that our Polio team is staffed with skilled professionals in budget management component to enhance operational effectiveness and ensure sustained, impactful engagement.

Under the administrative direction of chief Health section and technical guidance of the Health Manager Polio of Kinshasa office, the incumbent will provide support in preparing outbreak and planned activities budgets, proposals and reports for health section and polio program.

II. OBJECTIVES:

The incumbent will support the country office team in preparing outbreak and planned activities budgets, proposals and reports, streamlined structures and processes, ensure funds utilization is in-line with donor approval, responsible for grants management and close monitoring of funds with knowledge of quality assurance, support on timely submission of expenditures and donors reports to HQ and donors, so that UNICEF's financial accountability is not jeopardized at this critical stage in the Programme.

III. MAIN DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Polio Coordinator and second supervision of Health Chief of section, the staff will:

- Support on planning and coordination of financial mapping for planned and outbreak response polio activities.
- Work with field offices and health/Immunization section at national level to develop biannual polio workplans and associated budgets.
- Responsible for polio grants management, includes contributions review, timely allocations of funds to right outputs and field offices, monitor and complies DRC country office planned and outbreak grants expenditures report and conduct variance financial analysis of grants utilization at national and field office level for senior management review and timely submission to Polio finance team in HQ.
- Monitor field offices' budgets and workplans based on donor approval and approved allocation, assess implementation using data reflected in VISION and other sources for increased financial transparency.
- Prepare detail budget in coordination with country office technical team for donor proposals and finalization, incorporating financial gaps and cash flow analyses {if required, to prioritize funding approval.
- Support field offices to improve grants management and efficient administrative system.
- Initiate tailored donor reports, liaising with technical team at national and field offices, and provide quality assurance of all financial and programmatic inputs given in the report before final submission to the donor.
- Provide technical assistance to field offices to increase capacity and understanding of UNICEF financial system and reporting requirements.
- Responsible to keep track of polio approved budget/ceiling of each year and ensure funds request should be within the approved ceiling of the year for each GPEI approved budget category for DRC country office and utilization will be plan accordingly.
- Provide technical support in the management of all other grants in the health section.
- Assist on regular donor coordination related finance matters. Proactively identify and investigate issues that may arise and take corrective actions required to ensure timely disbursement of funds, smooth implementation, and accurate reporting.
- Liaise with counterparts internally and externally to collaborate, support analyses and reporting on GPEI funding disbursed for planned and outbreak response activities.
- Ensure that all frontline actors involved in POLIO campaigns are paid and all grievances are well managed, and solutions found.

- Provide direct support in the mobile money payment of frontline actors' process through the HOPE mechanism.

IV. UNICEF VALUE, SKILLS AND QUALIFICATIONS REQUIRED

Values

- Care
- Respect
- Integrity
- Trust
- Responsability
- Sustainability

Core Competencies (For Staff without Supervisory Responsibilities)

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

V. MINIMUM REQUIREMENT

1. Qualifications:

- Have a university degree in Accounting, Business Administration and/or Economics/or Finance is required.

2. Technical knowledge and skills:

- A minimum of two (2) years of relevant professional experience in managing donor funded projects and financial management or related field.
- Developing country work experience and/or familiarity with emergency is considered an asset.
- Demonstrable problem solving, quantitative and analytical skills; strategic and creative thinking.
- Strong organizational, planning and coordination skills. Exceptional project management skills with attention to detail.
- Ability to articulate and present ideas both in written presentation and orally to senior management as well as external audience.

3. Language:

- Fluency in French and good Knowledge in English is required. Knowledge of a local language is an asset.

TERME DE REFERENCE