

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title	: Programme Specialist (Budget)
Contract type	: Temporary Appointment (TA)
Proposed level	: P-3
Duration	: One year
Duty Station	: Abuja, Nigeria
Supervisor	: Chief, Management for Results

PURPOSE

UNICEF Nigeria has over 100 donor funded grants to manage each year, with varying requirements and conditionalities. Under the supervision of the Chief, Management for Results and general guidance from the Deputy Representative, the Programme Specialist (Budget) will provide the guidance and quality assurance that are necessary for Country Office budget to comply with results-based budgeting principles and standards and that grants are reported on and used in line with donor commitments. The Budget Specialist will be responsible for setting up systems and procedures related to improved funds monitoring and utilization at the country level and support the planning and allocation of programme and cross-sectoral budgets. S/he will provide quality assurance of budget development, utilization and reporting (RWP and donor funded) and monitor the pipeline and funds analysis for resource mobilization.

Furthermore, the Budget Specialist will provide capacity development, technical advice and support to the Budget Officer (NOB).

MAIN RESPONSIBILITIES AND TASKS

Strategic planning and implementation (budget and finances)

- ❑ Contributes to strengthening programme planning with a focus on financial and budgeting aspects.
- ❑ Collaborates with the Donor Relations Specialist for a global overview of financial figures and donors, to support analyses on the pipeline and funding situation of the office.
- ❑ Participates in annual reviews, previews and assessment discussions. Focal point for budget and financial data and analysis including affordability analysis.

Budget & financial monitoring

- ❑ Responsible for the financial planning, allocations to other business areas, monitoring and reporting of the grants. Manages the tracking of cross sectoral needs and allocation for resourcing and effective utilization.
- ❑ Maintains and improves upon dashboard to present immediate summary of the financial data.
- ❑ Safeguards financial resources by advising on and managing financial assets, financial planning, and regular reporting.
- ❑ Support the funds move to the new country programme and closely monitor current country programme commitments and dropped balances.
- ❑ Provide quality assurance for the monthly payroll process
- ❑ Monitors programme/project budgets versus actual expenditure; ensures that expenditure recorded meets donor requirements for eligible expenditure items and that the level of documentation meets their specified requirements and advice on budget performance and, if applicable, suggests budget revisions.
- ❑ Ensures all finance and budget-related bottlenecks are resolved for the efficient use of financial resources. Provides internal operations/ administrative functions including salary forecasting and cost distribution, verification and quality control of reprogramming, extension and pull back cash requests, etc.
- ❑ Supports with efforts to ensure compliance in closure of grants, including final financial reporting, external audit and updating UNICEF financial accounts.

Partnerships & reporting (budgets and financials)

- ❑ Supports effective partnerships and collaboration by coordinating and providing timely required information and reports with a focus on budgets and finance.
- ❑ Supports development and refinement of budgets and preparation of funding proposals.
- ❑ Facilitates partnerships and collaboration with external and internal counterparts in order to improve exchange of data on programme and project implementation, particularly budget and financial elements. Participates in teleconferences, meetings and periodic face-to-face meetings with partners as needed.
- ❑ Works closely with the Donor Relations Specialist and relevant section colleagues on financial/budget component of donor reporting.
- ❑ Participate in coordination meetings with partners and contributes by presenting financial reporting updates and insights.

Grants management

- ❑ Provides accurate and timely monitoring of financial utilization and programme implementation of UNICEF Nigeria grants.
- ❑ Provides timely updated information on financial utilization and programme implementation to relevant programme managers and Senior Management.

Capacity building

- ❑ Facilitates efficient communication and coordination between the different sections and field offices.
- ❑ Builds the capacity of Programme Assistants for financial monitoring.
- ❑ Provides on-the-job training and capacity building to the Budget Officer (NOB) to provide budgetary oversight to the country office.
- ❑ In collaboration with the Donor Relations Specialist, provides guidance on donor proposal and report preparation as per donor specifications. Develop standardization of proposals and reports on immunization programme for countries as appropriate.
- ❑ Provides remote and in-person support to field offices financial monitoring and budget, e.g. setting up automated grant monitoring and financial utilization systems.

MINIMUM QUALIFICATIONS AND COMPETENCIES

Education:

An advanced university degree in Social Sciences, Statistics, Engineering, Business Administration, Finance/Accounts Management or related area of study.

Work Experience:

A minimum of five years of professional experience in one or more of the following areas is required: programme finance and budget management, operations, monitoring and reporting, public affairs, programme management, resource mobilization, external relations, or other relevant area.

Experience in managing donors and partnerships and multi-year grants is required, and experience working with UN agencies is an asset.

The competencies required for this post are:

i) Core Values

- Care
- Respect

- Integrity
- Trust
- Accountability

ii) Core Competencies

- Nurtures, Leads and Manages People (1)
- 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)

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.