

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: BUDGET OFFICER, NOB, TA

Section: Planning, Monitoring & Reporting (PMR)

Duration: 364 days

Duty Station: Dhaka

Reports to: Chief Planning, Monitoring & Reporting (PMR)

1. Purpose of Assignment:

The incumbent is expected to provide effective and efficient budget management services to the country office, exercise effective oversight and leadership regarding programme budget management, and work closely with Programme colleagues at national and sub-national levels to ensure that funds are monitored and Grants are effectively managed. In addition, the incumbent of the post will provide technical assistance to Programme staff as required in ensuring that Programme funds are optimally utilised.

Under the general guidance of the Chief-Planning, Monitoring & Reporting, the incumbent will be the focal point for all Programme Budget and VISION Programme Budget related support and reporting for Bangladesh Country Programme, perform a variety of specialised tasks in support of the preparation, monitoring and control of the budget, involving several different funding sources and several programme outcomes and outputs.

2. Major duties and responsibilities:

2.1 Effective and Efficient coding and maintenance of Country Programme Structure, Budget planning and allocation management.

- Codes and maintains the Country Programme structure in line with UNICEF PIDB Coding, approved Country Programme Document (CPD) and signed Work Plans. Manages timely funding source allotments, allocation, and rephasing, making sure that data is updated correctly.
- Liaise with the operation section for budget allocation for programme support and cross-sectoral costs.

2.2 Monitoring of programme budget to ensure optimum utilisation of programme funds.

- Ensure the smooth and effective monitoring of the budget across all outcomes and outputs. Reconcile all Grants and resolve discrepancies as required. Make recommendations for appropriate actions to be taken to optimise the use of programme funds.
- Monitor compliance of utilisation levels to ensure that objectives and targets are met and achieved as per global / office agreed benchmarks.
- Monitor Dashboard KPI on Budget Management and take action timely to ensure the status of the Dashboard is green.
- Manage cost distribution and payroll of PMR and other cross-sectoral staff members.

2.3 Support Grants Management:

- Supports Grants Management and monitors grant expiry, levels of commitments and expenditures to ensure timely, accurate and appropriate budget management information and actions, including the need for timely Grant extension requests.
- Supports staff and provides advice on how to rectify programme budget errors and discrepancies as detected.
- Maintains and monitors donor contribution financial database and financial utilisation report to donors.

2.4	<p>Country Programme Budget Reports Management:</p> <ul style="list-style-type: none"> • Ensure that management and programmes are supported by timely, complete, and accurate budget reports that indicate appropriate status, trend analysis, alerts, and areas for action. • Ensure specific reports are generated to monitor appropriately and analyse, keeping track of indicators status and advice on corrective actions. This would include designing/customising (where appropriate) specific reports in collaboration with appropriate colleagues. • Monitor corporate dashboard alerts and management reports, generate routine reports, specific financial reports reflecting utilisation levels, donor funds utilisation reports, etc. Make recommendations and ensure key issues are raised with management.
2.5	<p>Support Capacity Building initiatives aimed to strengthen Staff & IP knowledge and skills in Programme Budget Management:</p> <ul style="list-style-type: none"> • Propose and conduct training and other appropriate capacity building initiatives in budget management for UNICEF and IP staff. This includes training UNICEF staff on the appropriate use of corporate and office-wide systems such as VISION and Performance management systems.
2.6	<p>Focal point for liaison on Programme Budget issues:</p> <ul style="list-style-type: none"> • Work with Programme staff and relevant counterparts on providing business support for budget, monitoring fund utilisation and grants management related issues. • As required and appropriate, liaise with appropriate Divisions / Departments in Regional and Headquarters offices on budget and issues related to contributions.
2.7	<p>Effective management of budget unit and supervision of Budget Assistant Position:</p> <ul style="list-style-type: none"> • Establish budget unit work plans and monitor progress and compliance. • Undertake effective supervision of the Budget Assistant position.
<p>3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p> <p>Education:</p> <ul style="list-style-type: none"> • University degree in Accounting, Finance, or any other discipline of Business Administration. Knowledge of automated budgeting and accounting systems and of the budget preparation and implementation process in the organisation. <p>Work experience:</p> <ul style="list-style-type: none"> • At least 2 years of practical experience in relevant disciplines - professional work experience in an international organisation is desirable. <p>Language:</p> <ul style="list-style-type: none"> • Fluency in English and Bangla. 	
<p>4. COMPETENCIES/SKILLS: UNICEF foundational/functional competencies:</p> <ul style="list-style-type: none"> • Good judgment, initiative, high sense of responsibility and analytical skills. • Ability to conduct training. • Computer skills, including internet navigation and various office applications. Advanced Microsoft Excel skills will be considered an asset • In-depth knowledge of SAP or similar Enterprise Financial management systems • Leadership and teamwork abilities. • Effective communication skills • Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships within and outside the organisation. 	

5. COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values Care Respect Integrity Trust Accountability	Competencies (For Staff with supervisory responsibilities) <ul style="list-style-type: none"> • 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)
--	---

Child Safeguarding Certification (To be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"Direct" contact that is either face-to-face or by remote communication, but it does not include communication that is moderated and relayed by another person.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is this a Safeguarding response role* *Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children ¹ ; or Measures to manage other safeguarding risks are considered unlikely to be effective ² .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

¹ Common sources or signals of additional vulnerability may include but are not limited to age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e., the role-risk will be compounded by other residual risks.