



Job Classification


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Classified Job Descriptions

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Job Description Type:	Specific Job Description	Region:	WCAR
Category:	NO (National Officers)	Country:	Togo
Reason for Classification:	Establishment of a new post	Duty Station:	Lome
Level:	NOB	Office:	Togo
Title:	Budget Officer	Section:	Programme Coordination
Title Information in Parenthesis:		Unit:	Programme Effectiveness
CCOG Code:	1A01c	Case Number:	TGO24003
UNICEF Code:	FIN	Post Number:	

Organizational Context: The 2024 – 2026 Togo Country Programme covers a period of three years to align its duration with the Government Road Map 2020–2025 and the United Nations Sustainable Development Cooperation Framework (2023 - 2026). It is also aligned with the African Union Agenda 2063: The Africa We Want and has the vision that “every girl and boy in Togo lives in a more resilient, protective, equitable, and inclusive society where children’s rights are respected and their voices count”, and within the framework of the Convention of the Rights of the Child and the 2030 Agenda for sustainable development. Programme development is under the leadership of the Government, with participation from children, adolescents, young people, civil society, and United Nations organizations. The country programme is underpinned by four cross-cutting priorities, namely: 1) strengthened public finances for children; 2) adolescent programming; 3) climate change; and 4) the effects of the Sahel crisis.

The Budget Officer (NOB) will fill a critical gap in budget monitoring and analysis, without which, programme implementation and effectiveness could be severely hampered.

Purpose of the Job: Under the general supervision of the Deputy Representative, performs a variety of specialized tasks in support of the preparation, planning, monitoring, and control of the budget involving several different sources of funds and programmes and monitors and allocates incoming funds, manage donor Grants within VISION (SAP) and make allocations to the appropriate programmes. Additionally, the incumbent will monitor fund utilization and progress reporting and capacity building.

Key functions, accountabilities and related duties/tasks:

1. Participate in the development of the office work plan, annual management plan and donor proposals. Monitor compliance to ensure fund management objectives and targets are met and achieved, and that staff is aware of donor conditions.
2. Structure and code the annual programme budget, and supervise its updates, including coding of new allocations. This will be done by assisting Programme Staff in preparing budgets to reflect the respective Country Programme Documents. Collect and analyze budget and financial data for programme/project planning, management, monitoring and evaluation purposes.
3. Review the accuracy of VISION/SAP generated data. Be responsible for accuracy of financial data and information. Coordinate with HQs and programme sections on incoming funds, grant creation, extension and adjustments as well as reallocations; monitoring conditionality and deviations; monitoring Change of funding source and coordinate responses to financial queries and enquiries

from donors and headquarters.

4. Ensure that Sections implement the programme within the planned time frame of the grant, and as per the donor's agreement. Monitor commitments and expenditures to ensure timely, accurate and appropriate management information is provided on programme budget, allocations, commitments, expenditures, and projections and ensure errors and discrepancies are detected and corrected. Ensure that OR is only used for the purposes agreed. When changes in conditions demand a changed response, ensure that donor's agreement is obtained in advance before committing funds in any new way.

5. Carry out annual budget adjustment as required. Alert in an anticipated manner the management and chiefs on low utilization and recommend budget reallocation based the trend analysis. Bring key issues to the attention to management.

6. Provide support to Programmes through preparation of monitoring reports (donor utilization reports, all routine management reports produced by VISION, non-routine reports and presentations), review and analyze reports and recommend actions to be taken to maximize the efficiency of the office's fund utilization. Assist management and programme staff in allocation and reallocation of funds. Conduct regular review and reconciliation of Grants; provide analysis by using the management indicators. Ensure that the contribution is utilized in full to enable the final report to be issued to the donor, and the file closed, together with the Partnerships Head of unit.

7. Attend technical cooperation meetings prepare notes and undertakes follow-up actions related to programme planning, budgeting, and implementation.

8. Guide professional and support staff in budget preparation, monitoring and reporting. Ensure their orientation and training needs are met and provide on-the-job training, also by selecting and compiling training and orientation materials for budgeting and reporting. Arrange Vision coding training for Programme Professionals as well as General Service Staff as may be required.

9. Create and monitor staff payroll: support staff payroll run by ensuring that adequate funds are allocated for staff salary and cost distribution uploaded for all staff on FT and TA, maintain an analysis for the payroll and related gaps payroll.

Impact of Results:

Accurate recommendations made to Senior Management and supervisor on appropriate course of action regarding Programme Budget adjustments and grant conditions because of analysis and observation for follow up action contribute for successful Programme/Operations/Administrations and monitoring and result in timely delivery and efficient and effective utilization of donor funds.

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 (OIA)?:

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

<p>The selected candidate for this position will be required to engage with vulnerable children:</p>	<p>No</p>
<p>Competencies and level of proficiency required:</p>	<p>Core Values:</p> <ul style="list-style-type: none"> Care Respect Integrity Trust Accountability Sustainability <p>Core Competencies:</p> <ul style="list-style-type: none"> Demonstrates self-awareness and ethical awareness (1) Works collaboratively with others (1) Builds and maintains partnership (1) Innovates and embraces change (1) Thinks and acts strategically (1) Drive to achieve results for impact (1) Manages ambiguity and complexity (1)
<p>Recruitment Qualifications:</p>	<p>Education: First University degree in Business Administration, Financial Management or related technical field.</p> <p>Experience: Two years of professional work experience in accounting, budgeting and project administration, monitoring and evaluation.</p> <p>Developing country work experience and/or familiarity with emergency is considered an asset.</p> <p>Language Requirements: Fluency in French and English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>

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