



UNITED NATIONS CHILDREN'S FUND
TERMS OF REFERENCE

I. Post Information

Job Title: **Budget Associate**
Organizational Unit: **Planning and Monitoring**
Post Location : **Amman Outpost in Jordan**

Job Level: **G-6**
Job Profile No.:
CCOG Code: **2A12**
Functional Code: **ADM**
Job Classification Level: **G-6**

II. Organizational 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.

Job Organizational Context:

The overall Yemen Country Office budget is of over 1 billion with donor contributions reflected in more than 100 grants. Daily budget transactions are performed by a team of 20+ Programme Associates, and on monthly basis an average of 636 transactions are recorded in VISION. The volume of transactions that it results in terms of monitoring and reporting calls on one hand for a robust daily monitoring of the grants and on the other hand a solid knowledge of the various forms and system processes as to allow a reliable and timely reporting. The Contributions Management and Budget Unit responsible for the allocation, monitoring and reporting on contributions received is staffed by two people supporting the office with over 300 staff.

The position will allow not only additional support to Yemen but also to the outpost staff based in Amman. It is expected that the incumbent will travel often to Yemen to provide face to face support when required.

Purpose for the job:

Under the supervision and guidance of the Programme Budget Specialist, the Budget Associate is responsible for executing a broad variety of procedural and specialized budget tasks for the respective Unit requiring in-depth knowledge of UNICEF budget procedures, processes and policies.

III. Key functions, accountabilities and related duties/tasks

Budget Monitoring

- Carries out transactions in VISION pertaining to requests from programmes/sections on allocations, reallocations and rephasing grants allotments.
- Provides support on the development of the Contributions Management & Budget team site and maintains updated the information on the shared drive.
- Carries out regular VISION and Insight reporting pertaining to programme related grants for tracking expiring grants in support of the monitoring the budgets and financial expenditures of sections, keeping the Sections informed and advised on actions for decisions and/or follow up
- Drafts periodic and ad-hoc financial reports/PPP relating to budget allocation and utilization to support the office in optimizing use of programme funds.
- Supports the drafts of monitoring and reporting information for the management on financial performance indicators to drive more efficient management and accountability for results.
- Supports the capacity development activities addressed to PAs on Budget related and the tracking of budget related pending issues, financial red flags.
- Prepares and maintains records, documents and control plans for the budget monitoring of project/programme implementation.

IV. Impact of Results

The G-6 staff member is predominantly accountable for applying a broad range of specialized budget rules and procedures in the coordination to the team served. Efficiently initiating, monitoring and ensuring the provision of contributions management and budget services allows the professional staff of the organization to focus on substantive core work. This may include supervisory responsibilities with accountability for the work of administrative assistants, temporary staff and/or consultants.

Budget Associates represent the supervisor in initiating, following up on and resolving issues pertaining to budget requests. External contacts include counterparts in international organizations, bi-lateral and multi-lateral institutions and national governments to organize meetings, workshops and conferences. Communications involve the exchange of information across the UNICEF at the most senior levels and externally to governing body representatives.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values



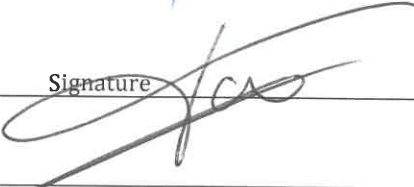
- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies

- Communication (II)
- Working with people (II)
- Drive for results (II)

Functional Competencies:

- Analyzing (II)
- Learning and Researching (II)
- Planning and organizing (II)
- Following Instructions and Procedures (II)

VI. Skills	
<ul style="list-style-type: none"> Advanced skills using in Excel, PowerPoint and database management and other UNICEF software such as SharePoint; knowledge of integrated management information systems required. SAP knowledge will be an asset. In-depth knowledge of UNICEF organizational structure, administrative policies and procedures. Organizational, planning and prioritizing skills and abilities. High sense of confidentiality, initiative and good judgment. Ability to work effectively with people of different national and cultural background. Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff. 	
VII. Recruitment Qualifications	
Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.
Experience:	A minimum of 6 years of relevant finance or budget work experience is required.
Language Requirements:	Fluency in English is required. Knowledge of another UN language or Arabic is considered as an asset.
VIII. Signatures - Job Description Certification	
Name: Elisa Soares	Signature  Date 7 January 2020
Title: Budget Specialist / Supervisor	
Name: Bastien Vigneau	Signature  Date 7/1/2020
Title: Deputy Representative	
Name: Sara B. Nyanti	Signature  Date 07/01/2020
Title: Country Representative	

Sara is aware and had approved. B.V

HR issues not delegated OIC. Let's wait till Gastien is back.
Thanks 