

TERMS OF REFERENCE

Programme Budget Specialist – P3 (Temporarily Assignment)

Post Title	Programme Budget Specialist
Purpose	To oversee the Innovation and Information Management for UNICEF country office in Yemen.
Proposed level	P3 – Temporary assignment
Duration	One year
Start Date	01-Dec-2018
Duty Station	Amman-Jordan (Out post at UNICEF Yemen hub in MENARO)
Reporting to	Chief of PME - Yemen Country office in close collaboration with the Partnerships Unit

BACKGROUND AND PURPOSE OF POST

Under the general supervision of the Chief Programme Planning & Monitoring, the Programme Budget Specialist performs a variety of specialized tasks in support of the preparation, monitoring, and control of the budget, involving several various sources of funds and programmes. The incumbent will also monitor and allocate the incoming funds, manage donor Programme Budget Allotment (PBA) files and makes allocations to the appropriate programmes.

Job organizational context:

Yemen is Level 3 emergency and currently facing one of the biggest and most complex humanitarian crises in the world. The Country Office has increasingly been receiving additional funding from multiple donors for emergencies and non-emergencies programmes, including other forms of financing. The allocations against HAC and other emergency proposals will also be made and monitored systematically.

MAIN DUTIES AND RESPONSIBILITIES

- Monitor and control country programme and sectoral funding levels against ceilings according to CPD and country programme fund utilization, recommending ceiling adjustment where necessary, and identify areas of over or under-expenditure respectively to ensure maximum fund utilization.
- Ensure quality information management through regular maintenance of planning and contribution related information in VISION.
- Closely monitor the allocation of funds to various FOs and generate quarterly update to senior management.
- Update Programme Chiefs on the reporting requirements for each donor to ensure financial adherence to the increasing complexity of donor conditions, and volume of funding being received by the country office.
- Closely monitor fund utilizations of all grants and alert Programme Chiefs / Chiefs of Field offices on the grants that going to expire at least three-month in advance.
- Support the country offices' management performance indicators and report monthly on the progress in Programme Coordination and Country Management team meetings.
- Conduct training on budget management and utilization, cubes and other specialized training to design special reports for special requirements and needs by various sections.
- Conduct special budget analysis and trends as needed.
- Serve as the focal person in all budget related matters of the contributions received by YCO.

MINIMUM QUALIFICATIONS

- Advanced university degree in Business Administration or Project Management; or a first university degree with a relevant combination of academic qualifications and experience. Preference will be given to candidates holding a professional qualification.
- A minimum of five years of progressive experience in financial management with a strong basis in Budgetary /Financial Control preferably in an international organization. Similar experience in humanitarian context will be as asset.
- Proficiency in the use of SAP-based platforms will be an asset.
- Experience in conveying and managing Technical Working Groups and facilitating training is an asset.
- Developing country work experience and/or familiarity with emergency is considered an asset.
- Fluency in English is a must. Knowledge of Arabic is an asset.

COMPETENCIES

Core Competencies

- Integrity
- Working with people
- Drive for Results

Functional Competencies

The functional competencies required for this post are:

- Leading and Supervising [II]
- Formulating Strategies and Concepts [II]
- Analyzing [II]
- Applying Technical Expertise [II]
- Planning and Organizing [III]

DUTY STATION AND TRAVEL

Yemen hub in Amman - Jordan, with frequent travel to Yemen country office and 5 sub national hubs