



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Senior Budget Associate
Supervisor Title/ Level: Budget Specialist NO3
Organizational Unit: PPM/Programme
Post Location: Lilongwe, Malawi

Job Level: GS7
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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.

Strategic office context:

UNICEF Malawi Country Programme (2019-2013) is aligned with the Government of Malawi's Growth and Development Strategy (MDGS 111) and the United Nations Development Assistance Framework (UNDAF). The programme supports the Government of Malawi to meet its commitment to respect, protect and fulfil children's rights in line with international conventions and standards. The country programme is guided by the principles of children's rights, equity, gender equality, inclusion and resilience, and supports evidence-based, integrative and innovative programming. The vision is that 'all girls and boys in Malawi, especially the most disadvantaged and deprived, realize their rights'. The programme focuses on: early childhood (parenting, high-impact social services, early stimulation and learning), middle childhood and adolescence (learning, multi-sectoral services, active citizenship), communities (decentralized services and systems, community ownership, social norms), programme effectiveness (monitoring, evaluation, HACT, Innovation, Social Protection and Social Policy and External Communication). The programme is based on 'leaving no child behind', realizing 'rights for all children in Malawi'.

Purpose for the job

Under the general supervision of the Budget Specialist, performs a variety of specialized tasks in support of the preparation, monitoring, and control of the budget, involving several different sources of funds and programmes and monitors and allocates incoming funds, supports the management of donor (PBA) Programme Budget Allotment files and assists in making allocations to the appropriate programmes.

Currently, the Malawi country office is operating under a matrix-management model, where individuals will have more than one reporting line. While this position is not currently “matrixed”, it is possible that this may change depending on programme needs.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

KEY END-RESULTS

1. For budget preparation retrieves information on cost distributions for staff salaries and related costs and compiles them for customized reports and provides information on allotment accounts, and availability of funds and revised sub-allotments
2. Checks and reports regularly on programme and sectoral funding levels against ceilings according to CPR / CPD and country programme fund utilization,
3. Checks for each source of funding in VISION, generates reports to identify areas of over or under-expenditure respectively and advises section on the full utilization of funds;
4. Coordinates with Human Resources Unit and Programme sections on payroll funding in line with UNICEF salary scales, monitors payroll cost distribution and communicates with GSSC and programme sections to ensure sufficient funding for monthly payroll runs;
5. Communicates with New York Headquarters on Programme/Project Coding (PIDB) and new funding and relay the same to Programme Officers and update Programme Officers on reporting requirements, expiry of funding and prepare documentation for funding extension requests.
6. Verifies/processes in VISION, new funding and communicates with programme sections on funding allocations to outputs;
7. Monitors and updates and advises programme sections on funding report requirements, expiry of funding and provides information to Donor specialist for requesting and monitoring funding extension requests;
8. Provides advice to programmes and Business Support Center on delegated fund requisitions with other UNICEF offices' and monitors utilization) to other UNICEF offices, when necessary and coordinates and monitors provision of delegated fund requisitions to other UNICEF officers.
9. Prepare funding and expenditure reports for consolidation with other stakeholders e.g. other UN agencies, Government and other donors.

IV. Impact of Results (Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)

The position will contribute to all country programme results however, will contribute directly to the results of the pillar on programme effectiveness pillar. The related outcome and output is noted as follows:

Outcome statement: The country programme is efficiently managed, coordinated, monitored and evaluated to meet quality programming standards in achieving results for children.

Output statement: UNICEF staff and partners are provided guidance, tools and resources to effectively design, coordinate and manage the new country programme and its pillars (components).

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

Communication [II]
Working with People [II]
Drive for Results [II]

Functional Competencies:

Analyzing [II]
Applying Technical Expertise [II]
Planning and Organizing [II]
Following instructions and procedures [II]

VI. Recruitment Qualifications

Education:	Completion of secondary education. Additional training in Accounting, Finance or Business Administration Knowledge of automated budgeting and accounting systems and of the budget preparation and implementation processes in the organisation is desirable
Experience:	At least seven years, including progressively responsible work in budget, finance and accounting activities.
Language Requirements:	Good knowledge of English and the national language(s) is a requirement.

VII. Signatures- Job Description Certification

Name:	Signature	Date
Title:		
Name:	Signature	Date

Title: