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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **JOB PROFILE** |

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| **I. Post Information** | |
| Job Title: **Budget Specialist, SUD24023**  Organizational Unit: **UNICEF Sudan CO**  Post Location: **Nairobi, Kenya (STOK)**  **Reference no: New128** | Job Level: **P3**  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

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| II. Job organizational context and purpose for the job |
| Sudan is facing a humanitarian catastrophe of epic proportions. The conflict in Sudan is severely putting at risk the health and well-being of Sudan’s 24 million children, therewith the future of the country and heavily affecting the wider region. 14 million children in Sudan require urgent humanitarian assistance. Millions of those children face multiple risks of grave violations – killing & maiming, child recruitment, violence, rape, and more.  UNICEF is staying and delivering for the children of Sudan, through a three-pronged humanitarian, development, and peace nexus strategy: (a) provide and maintain critical and lifesaving services in hotspot areas, (b) provide urgent assistance to newly displaced and host communities in non-hotspot areas, (c) preserve resilience through ensuring basic service delivery across states.  UNICEF requires USD 840 million in 2024 to reach 10 million of the most vulnerable children and families with child protection, education, health, nutrition, WASH and cash plus interventions. Out of the total appeal, USD 200 million is required to deliver for the Darfur region and USD 50 million for providing life-saving supplies across Sudan.  UNICEF is calling on all its partners to redouble efforts and stand in solidarity with the children of Sudan, protect their rights, and their future.  **Job organizational context and purpose for the job**  :  Under the supervision of the Head of Partnerships, Innovation and Resource Mobilization, leads the budget unit, and oversees 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, manage donor (PBA) Programme Budget Allotment files, make allocations to the appropriate programmes.  The Specialist will have a matrix reporting-line to the Deputy Representative for Programming, as well as Operations, and will support regular analysis and briefings for CO Management. |

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| III. Key functions, accountabilities and related duties/tasks: |
| 1. Lead and supervise to UNICEF Sudan Budget Unit (2 staff). 2. Lead budget/grant management analysis for Senior Management Team strategic oversight, and decision making. 3. Monitor and control country programme and sectoral funding levels against ceilings according to CPR / 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. 4. Responsible for maintenance of Country Office ceiling and allocations to Rolling Workplans, providing information on allotment accounts and availability of funds and issuing revised sub-allotment; recommending and updating allotment lists. 5. Coordinate 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. Support budget formulations and negotiations with selected donors. 7. Process external funding & expenditure with other UNICEF offices’ and monitor relative utilization and provide Funding Commitments (FC) to other UNICEF offices, when necessary. 8. Prepare funding and expenditure reports for consolidation with other stakeholders e.g. other UN agencies, Government and other donors. 9. Maintain local Donor Report Calendar and provide support to Programme Officers through preparation of Fund Utilization Reports, coordinate responses to financial queries and enquiries from donors and headquarters and the provision of programme financial and budget. 10. Conduct capacity building needs assessment at both CO systems, as well as staffing levels, develop training curricula and materials and provide on-the-job and through webinar and workshop - training, especially in the field. |

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| IV. Impact of Results |
| The Budget Specialist quality of work directly impacts on the overall reputation of UNICEF. S/He follows established procedures but is expected to make recommendations on strategies for engagement and communications products. The Specialist is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners. |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| i) Core Values  · Care  · Respect  · Integrity  · Trust  · Accountability  · Sustainability  ii) Core Competencies (For Staff with Supervisory Responsibilities)  § 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) |

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| VI. Skills |
| Strong analytical and presentation skills (verbally and written)  Strong software skills Vision, Insights, PowerBi, and Excel |

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| **VII. Recruitment Qualifications** | |
| Education: | Advanced university degree in Accounting, Finance or Business Administration or equivalent or any recognized professional qualification. |
| Experience: | At least 5 years of progressive experience in UNICEF financial management with a strong  focus on Budgetary /Financial Control  Experience in leading teams, and management and supervision of UN personnel a must  Experience in supporting donor engagement and grant management a must (WB, GFATM, GAVI, GPE, EU, BHA)  Experience with IPSAS and/or IFRS is considered as an asset.  Experience working in emergency settings, in particular Sudan a strong advantage |
| Language Requirements: | Fluency in English is required. Knowledge of Arabic is a strong asset. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset. |