

## TERMS OF REFERENCE

<b>Post title</b>	:	Budget Officer
<b>Contract type</b>	:	Temporary Appointment (TA)
<b>Level</b>	:	NOB
<b>Division &amp; Section</b>	:	Budget Unit/Programme Coordination
<b>Location</b>	:	Bamako
<b>Duration</b>	:	364 days
<b>Reporting to</b>	:	Budget Specialist
<b>Budget line</b>	:	ORR (WBS: 2760/A0/05/880/007/001)

### **Purpose and Objective:**

Mali Country Office is looking for a Programme Budget Officer to support the CO in the preparation of the CPD/CPMP 2025-2029 and implementation of regular budget-related activities.

Under the overall guidance of the Deputy Representative Programme, the Budget Officer will be reporting to the Budget Specialist and will be part of the Budget Unit.

The Programme Budget Officer will be responsible for monitoring and allocating incoming funds to the appropriate programmes according to the planning and will support managing donor grants within Mali Country Office. Additionally, s/he will monitor fund utilization in accordance with donor conditions and timeframes, provide input to the relevant sections, including donor reporting, and support the development of reports for the Senior Management and the Country Management Team regarding key management indicators.

The incumbent analyses the programme budget proposals for completeness, correctness and conformity with the programme and budget guidelines; advises Programme chiefs and partners on the programme and budget processes, from planning to implementation and reporting, provides support for effective and efficient management of financial resources during the implementation of the budget.

### **Main tasks and responsibilities**

The incumbent will perform all the responsibilities related to the role of the Programme Budget Officer. The following areas are the major duties and key end results:

#### **1. Provide technical and organizational support to the management of the CO Funds**

- Monitor the utilization of all the Resources and produce regular updates for the Country Office Management.
- Ensure timely allocation to respective programmes of new grants. Work in collaboration with the Budget Specialist and Budget Owners to ensure the overall compliance with donor and Grants conditions when allocating and re-phasing funds.
- Monitor Grants expiry dates with the objective of ensuring that all funds are fully utilized prior to Grant expiry dates.
- Provide quality assurance of financial information including in donor reports, proposals, work plans and programme documents.

- Support the capacity development of programme staff to improve the description of expenditures that appear in financial reports; ensure that donor reports receive timely budget/financial information.
- Retrieve information on costs of programme elements, such as staff and related costs from automated files and compile them in standardized and customized reports.
- Prepare and timely submit monthly Management Indicator reports to the meetings of management team, including analysis on key programme indicators.
- Help prepare periodic or ad-hoc financial and performance management reports relating to country office and donors, including preparation of necessary documentation for any eventual audit or verification mission.

## **2. Planning and Preparation of the CPD/CPMP Programme Budget:**

- Assist in the preparation of budget estimates as per budget guidelines and timely submission of information and documents needed for TRT and PBR reviews.
- Use the budget costing system (IBCS) to estimate resource requirements by costing post and non-post inputs to support the strategies and results required to achieve the planned results identified in the Country Program management plan.
- Contribute to the affordability analysis of the CPD 2025-2029
- Support the creation of the results structure on VISION including PIDB coding.

## **3. Provide VISION Support for results creation**

- Provide ongoing support to programme staff on the appropriate VISION budget work process, routine operations and utilization of the system.
- Process requests for Grants extension ahead of expiring dates in VISION.
- Perform other relevant duties.

## **4. Plan cost distribution and payroll of the CO**

- Prepare cost distribution for Mali Country Office and advise section chiefs on standard cost and conditions of Grants utilization in payroll.
- Support staff payroll run by ensuring that adequate funds are allocated for staff salary and cost distribution uploaded for all staff.
- Perform other relevant duties relevant to payroll planning and funding.

## **5. Capacity building and knowledge management:**

- Provide support and backstopping to the Budget Unit in researching, compiling, and analyzing qualitative and quantitative data to ensure quality and timely submission of donor, progress reports and any other reports.
- Conduct the capacity building sessions of the UNICEF staff and partners on related technical areas related to the function, including but not limited to, financial management, VISION, Insight, and reporting.
- Provide on-going support to programme staff on the appropriate VISION budget work process, routine operations and utilization of the system.

**To qualify as an advocate for every child you will have...**

- University Degree in Finance management, business management, Audit or another related field is required.
- Two (2) years of professional experience in operations, finances or Grant management in an international organization and/or large corporation is required.
- UNICEF / UN experience is highly desirable.
- Field experience /familiarity with Emergency is required.
- Fluency in French required (oral and writing) with knowledge of English and at least one local language of the duty station.

**Values:** Care, Respect, Integrity, Trust, Accountability, Sustainability

**UNICEF competencies required for this post are...**

1. Demonstrate Self Awareness and Ethical Awareness (1)
2. Work collaboratively with others (1)
3. Build and Maintain Partnerships (1)
4. Innovate and embrace change (1)
5. Think and act strategically (1)
6. Drive to achieve impactful results (1)
7. Manage ambiguity and complexity (1)

**Prepared by:**

Mamoutou Dembele, Budget Specialist

*Mamoutou Dembele*

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**Reviewed by:**

Jean Chrisostome Ndamuzeye, HR Manager

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**Endorsed by:**

Andrea Berther, Deputy Representative,  
Programme

*A. Berther*

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**Approved by:**

Pierre Ngom, Representative

*Pierre Ngom*

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