



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Programme Budget Associate**
Supervisor Title/ Level: **Deputy Representative**
Organizational Unit: **Programme**
Post Location: **UNICEF Country Office**

Job Level: **G-6**
CCOG Code: **2A02**
Functional Code: **PMA**
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.

Purpose for the job:

Under the supervision and guidance of the Deputy Representative, the programme budget associate is responsible for the monitoring and analysis of programme/project expenditures, preparation of financial programme/project reports and processing of CCFs/payment requests in accordance with rules, regulations and established budgetary limits.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- Prepares and processes all CFFs and all payment requests against CFFs in accordance with established rules, regulations and systems and checking for accuracy, coding and budget availability.
- Inputs into the computer system (GFSS/Programme Management Sub-system) all

financial programme information. Ensures regular backup and networking of GFSS data and financial programme management subsystem.

- Regularly produces computerized financial programme reports to Representative, Deputy Representative, Programme/Project Officers and/or HQS to reflect up to date financial programme status information.
- Organizes data and information, prepares and maintains up to date records, GFSS documents and control plans for the monitoring of financial programme/project implementation.
- Monitors and analysis programme/project expenditures, bringing to the attention of his/her supervisory any problem areas.
- Verifies HQS financial programme reports with internal records and informs appropriate staff member of any error/discrepancy for immediate correction and clarification.
- Contributes to the preparation of reports and documents by gathering financial programme information, preparing tables and drafting relatively routine sections. Prepares background information for use in discussions with Government and other organizations.
- Provides guidance and training on UNICEF rules, regulations, policies and procedures regarding financial programme monitoring, to programme/project officers and Government officials, and Programme Management Sub-system/GFSS operation to programme/project officers.
- Responds to queries and requests of data in his/her area of competence eg. Cash flow position of programmes/projects, status of expenditures, etc.

IV. Impact of Results

S/He is accountable to take decisions on the most appropriate application of technical knowledge/skills on rules, regulations, policies and procedures as well as how to improve office methods and procedures policies. His/her recommendations affect the efficient delivery of programme/project funds and general operations of the section.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Skills

- Interpretation and application of financial programme rules, regulations, policies and procedures. For instances not covered by established guidelines, incumbent is expected to make recommendations. For instances where guidelines are not very explicit, incumbent is expected to provide advice on the interpretation of such guidelines for approval by higher authority.
- Strong 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 backgrounds.
- Strong office management skills.
- High attention to detail.
- Ability to effectively manage the section's material resources and monitor its budget.
- Good analytical skills.
- Advanced knowledge using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint

VII. Recruitment Qualifications

Education:

Completion of secondary education is required, supplemented by technical or university courses related to the work of the position such as administration, finance, accounting and/or economics.

Experience:	<p>A minimum of six years of administration, finance or accounting work experience is required.</p> <p>Prior experience in programme support functions is an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in Spanish is required. Good communication skills in written and in oral English is required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) or a local language is an asset.</p>