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| **I. Post Information** | |
| Job Title: **Senior Programme Budget Associate**  Supervisor Title/ Level: Budget Specialist **P3**  Organizational Unit: **Operations**  Post Location: **UNICEF Sudan Office** | **JOB LEVEL:** **GS7**  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

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| II. Strategic Office 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 Sudan implements approximately $300 million in support its strategy. Funding is from a wide range of humanitarian and development donors, many which are augmenting their risk assurance and budget conditionalities considering the dynamic programmatic and operational context.  **Purpose for the job:**  Under the supervision and guidance of the Budget Specialist, the **Senior Programme Budget Associate** supports the respective partnership and resource mobilization section by carrying out a range of functions to ensure timely allocation and utilizaion of resources in the country.  The post reflects the need to strengthen budget and contribution management role in the country office and capacity in allocating funds tofield offices, ensuring proper follow up of expenditures and Contribution Management in addition to enhance the financial reporting capacity. This function will therefore be a vital support to the Budget Specialist P3 position. In addition the post will complement and support the budget operational management function in country office including such tasks as HR resource tracking and funding allocations for payroll. This post requires strong knowldget of vision in order to assist the office in their request for Vision technical support and all issues related to budget managment. |

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| III. Key functions, accountabilities and related duties/tasks: |
| Summary of key functions/accountabilities:  1. Act as back-up for section Budget Specialist and Budget Officer:   * 1. Support the office in budget monitoring activities.   2. Summarize information reflecting current obligations and future programme and/or budgetary implications.   3. Maintain and analyze the CO payroll vs funding and highlight red flags and shortages of funds.  1. 2. Contribution Management:    1. Support the contribution management function including reviewing of grant creation in VISION, funds received against targets. 2. 3. VISION: 3. Support colleagues in the use of VISION including in areas related to budget and contribution management. 4. Participate in knowledge exchange fora in the organization to keep updated on new developments in VISION. 5. Process and examine the information and data in accordance with instructions received, making necessary abstracts and computations, Maintain current registers and control plans of the regional emergency budget spread sheet. 6. Prepare documentation associated with consultancies, working papers and training tabulations, briefing and review sessions. 7. Take meeting notes when necessary and ensure follow-up action matrix is effective 8. Create/maintain project structures and annual planned amount, payment requests, record acknowledgement of receipts LTAs, solicitation, TAs and contracts on SAP and assist in budgetary planning and requisitioning. 9. Vision super user (programme stream). 10. Support colleagues in the use of VISION as the first port of call within the enduser support system. 11. Financial Reporting: 12. Support in the update of the CO crisis report and other analytical financial reports requested for Reviews. Also support in monitoring the COs Programme KPs. |

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| IV. Impact of Results |
| A strong oversight of budget management in the CO will contribute to gaining donor trust and contribute to increased contributions. |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **Core Competencies (For Staff without Supervisory Responsibilities) \***   * 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) |

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| **VI. Recruitment Qualifications** | |
| Education: | Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.  A university degree in social sciences, business administration and other relevant fields of study is desirable |
| Experience: | At least 7 years of progressively responsible grant / budget management work with at least five years in close support of programme preparing and working with budgets or funding figures. Good command of excel, VISION and Insight is required. |
| Language Requirements: | Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) or a local language is an asset. |