



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB DESCRIPTION

I. Post Information

Job Title: **Budget Associate**
Supervisor Title/ Level: Deputy
Representative P4
Organizational Unit: Programme
Post Location: **Jamaica**

Job Level: **GS-6**
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.

Job organizational context: The Specific Job Profile for the **Budget Associate** the **G-6 level** is to be used in Jamaica Country Office, in support of all programme areas under the supervision of the Deputy Representative who is at a level P-4, with a special focus on supporting the planning, budgeting, implementation and monitoring of UNICEF programmes

Purpose for the job: Under the supervision of the Deputy Representative, performs a variety of specialized tasks to support analysis, preparation, monitoring, guidance and control of the programme budget, involving several different sources of funds for the Country Office including performance indicators, HACT spot checks and follow-up, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations. Under the supervision of the Deputy Representative works in coordination with 2 GS-5 programme assistants in support to the Programme Sections.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- **Assist the planning, preparation, allocation and monitoring of the programme budget.**
- **Provide information and monitor the programme budget in terms of allotment accounts, availability of funding, expenditures, and obligations Support the monitoring, generation, and analysis of reports. Support Harmonized Approach to Cash Transfers (HACT) implementation and monitoring:**
- **Other related administrative duties**

1. Assist the planning, preparation, allocation and monitoring of the programme budget.

- Provides support to Deputy Representative in planning, programming, and results based budgeting processes.
- Support the development of the budget for programmatic components by funding source for discussion/review with programs sections, considering the financing of activities, staff and operating expenses if any.
- Support the allocation of funds in accordance with project proposals, Annual Work Plan or programme arising needs.
- Prepare regular programme implementation reports, special implementation information, by grant and component according to Rep and Deputy Rep needs. Review the Office Dashboard weekly to alert the Deputy Rep of mayor indicators requiring attention
- Researches, analyzes, verifies, synthesizes and compiles qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate preparation of reports, working papers, and presentations.
- Reviews project documents, work plans, budgets, proposals on implementation arrangements.
- Carries out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs) and makes amendments and alterations as per section revisions when necessary.

2. Provide information and monitor the programme budget in terms of allotment accounts, availability of funding, expenditures, and obligations

- Monitor all the grants for timely utilization up to expiry.
- Support the Allocation of funds and monitors grants validity, balances and use in accordance with the donors and proposal conditions laid down.
- Control and adjust if necessary the use of the amounts of each grant, per the budget planning through the Change of Funding Source.
- Support year-end closure activities ensuring timely actions on budgets. commitments and pre-commitments and re-phasing of funds to subsequent years in compliance with UNICEF financial regulations

3. Support the monitoring, generation, and analysis of reports.

- Support in preparing monthly monitoring management report for the Country management Team by monitoring all the key performance indicators as per the annual management plan
- Prepare system-generated reports on a monthly basis or when required to support decision-making, planning and optimizing the use of programme funds.

- Provide inputs for the donor report by making use of grants reports by programme component, financial analysis per narrative report and based on the donor proposal.
- Monitors budgets and financial implementation of programmes, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision/follow up.

4. Support Harmonized Approach to Cash Transfers (HACT) implementation and monitoring:

- Assist spot checks, micro-assessments, and audits; reviewing HACT assurance plan, making necessary administrative arrangements and, liaising with relevant programme sections (and/or consultancy firm) and partners to implement the correspondent assurance activities.
- Analyze spot check, audit and micro-assessment reports for findings requiring attention and/or recommendations, following up with partners and programme specialists.

5. Other administrative duties

- (provided administrative support to the monitoring and evaluation specialist and acts as back up to other related or similar assistants)

IV. Impact of Results

The efficiency and effectiveness of the support provided by the Budget Associate to the planning, funds allocation, monitoring and the effective implementation of contribution management guidance, tools and best practices directly impacts on programme effectiveness and execution and the delivery of sustainable results, which in turn enhances the office and UNICEF's capacity in helping the most vulnerable women and children.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- · Respect
- · Integrity
- · Trust
- · Accountability

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. Recruitment Qualifications

Education:

Completion of secondary education, preferably supplemented by technical university courses related to business administration, finance, budget analysis, planning or economy.

University degree (Bachelor's degree or equivalent) in business administration or related area is an asset.

Experience:	<p>A minimum of 6 years of progressively responsible administrative work experience is required.</p> <p>Experience in financial management specially related to planning and budgeting with the public sector or UN agencies is desirable.</p> <p>Experience with financial ERP systems (SAP) is also desirable.</p>
Language Requirements:	Fluency in English required.

VII. Signatures- Job Description Certification		
Name:	Signature	Date
Title: Supervisor, Deputy Representative		
Name:	Signature	Date
Title: Head of Office		