



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Budget Officer**
Supervisor Title/ Level: **Budget Specialist, P-3**
Organizational Unit: **Programme**
Post Location: **Sana'a, Yemen**

Job Level: **Level 2**
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 programmes, in advocacy and in operations. UNICEF works in partnership with a wide range of implementing partners, both government and CSO partners, to deliver results for children across the globe. Effective implementing partnership management is therefore essential for ensuring that resources are utilized as intended and results are being achieved.

UNICEF has adopted the Harmonized Approach to Cash Transfers (HACT) as an approach for obtaining assurance that results have been achieved in line with resource utilization. It aims at managing risk related to cash transfers made to implementing partners in support of programme implementation, reducing partner transaction costs and allowing progressive use of national systems for management and accountability of results and resources.

The Yemen Nutrition Crisis Response has resulted in a sharp increase of YCO annual throughput essentially through ORE funding to address the needs of children in Yemen. In addition to the growing ORE budget, budget management has also grown more complex in terms of donor sources, donor requirements, and program allocation. With ORE funding characterized by its short time span, close monitoring is crucial for proper utilization of funds, reporting and fundraising. Since the vast majority of YCO posts are paid from ORE, the salary allocation has become a complex exercise which needs dedicated attention. Finally, within the set-up of the UNICEF L3 Yemen emergency response, the regional mechanism for donor funding monitoring requires that detailed information be generated regularly.

Purpose for the job: Under the supervision and with guidance from Budget Specialist, the incumbent performs a variety of specialized tasks in support of the preparation, planning, monitoring, and control of the budget involving multiple sources of funds.

As part of contribution management, the incumbent monitors and allocates incoming funds to the appropriate programmes according to the planning and manages donor grants within VISION (SAP). Additionally, the incumbent will monitor fund utilization in accordance with donor conditions and timeframes, provide input to the relevant sections including for donor reporting, and support the development of reports for the Country Management Team regarding key management indicators.

III. Key function, accountabilities and related duties/tasks:

<p>1. Collect and analyze budget and financial data for programme/project planning, management, monitoring and evaluation purposes. Review the accuracy of VISION/SAP generated data. Be responsible for accuracy of financial data and information. Coordinate with the Budget Specialist and programme sections on incoming funds, allocations, reallocations and rephase; monitoring conditionality and deviations; and coordinate responses to financial queries and enquiries from Regional Office and headquarters.</p>
<p>2. Act as in-country focal point for support related to contribution management and budget. The Budget Officer will serve as interface in-country between Budget Unit and programme teams. This may include support and engagement with field offices.</p>
<p>3. Support technical / programme sections and coordinate with the Budget Specialist in the planning and forecasting of budget needs and maintain a cross-sectoral budget allocation and tracking tool to ensure that sufficient funds from the appropriate sources (and in line with donor conditions) are allocated to ensure proper and timely implementation of programmatic activities.</p>
<p>4. Monitor commitments and expenditures to ensure timely, accurate and appropriate grant information is provided on programme budget, allocations, commitments, expenditures and projections and with the aim to ensure delays, errors and discrepancies are detected and corrected. Ensure that funds are only used for the purposes agreed and in line with project proposals and donor conditions, including by tracking support for cross-cutting programs and operations. Keep office senior management, program specialist, budget owners and section chiefs informed on DCT status.</p>
<p>5. Provide support to Programmes and Partnerships Unit through preparation of monitoring reports (donor utilization reports, specific donor financial report formats e.g EU, all routine management reports produced by VISION, non-routine reports and presentations). Assist office and programme staff in allocation and reallocation of funds. Conduct regular review and reconciliation of grants; provide analysis by using the management indicators.</p>


<p>IV. Impact of Results</p>
<p>Effective technical and administrative support provided by the Budget Officer will lead to effective management of implementing partnerships and directly impact on programme execution and delivery of sustainable results.</p>

<p>V. Competencies and level of proficiency required</p>	
<p><u>Core Values</u></p> <ul style="list-style-type: none"> ✦ Care ✦ Respect ✦ Integrity ✦ Trust ✦ Accountability <p><u>Core Competencies</u></p> <ul style="list-style-type: none"> ✦ Nurtures, Leads and Manages People (2) ✦ Demonstrates Self Awareness and Ethical Awareness (3) ✦ Works Collaboratively with others (3) ✦ Builds and Maintains Partnerships (3) ✦ Innovates and Embraces Change (3) ✦ Thinks and Acts Strategically (3) ✦ Drives to achieve impactful results (3) ✦ Manages ambiguity and complexity (3) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ✦ Analyzing (2) ✦ Applying technical expertise (2) ✦ Planning and Organizing (3)

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VI. Recruitment Qualifications	
Education:	A bachelor degree in Accounting, Finance or Business Administration or equivalent or any other comparable recognized professional qualification.
Experience:	Two (2) years of progressive experience in financial management with a strong bias in Budgetary /Financial Control preferably in an international organization.
	Experience using SAP/VISION strongly preferred. Advanced knowledge of Microsoft Office, especially Excel required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset.

<p>Technical Knowledge:</p>	<p>a) Specific Technical Knowledge Required</p> <ul style="list-style-type: none"> • Rights-based and Results-based approach and programming in UNICEF. • Financial parts of UNICEF programme policy, procedures and guidelines in the Manual. • UN financial policies and strategy to address international humanitarian issues and the responses. • UN common approaches to financial issues and UNICEF positions <p>b) Common Technical Knowledge Required</p> <ul style="list-style-type: none"> • Methodology of financial programme/project management • UNICEF programmatic goals, visions, positions, policies and strategies. • Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches. • UNICEF financial policies and strategy to address on national and international issues, • UNICEF financial strategies and approaches as related to emergency programme policies and goals. <p>c) Technical Knowledge to be Acquired/Enhanced</p> <ul style="list-style-type: none"> • UN financial policies and strategy to address international humanitarian issues and the responses. • UN common approaches to financial issues and UNICEF positions • UN security operations and guidelines. • Basic and Advance Security in the Field training; Ethics training; and other obligatory UNICEF training.
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VII. Signatures- Post Description Certification		
<p>Name: Bastien Vigneau</p>	 Signature	<p>Date 10/02/2021</p>
<p>Title: Deputy Representative</p>		
<p>Name: Philippe Duamelle</p>	Signature	Date
<p>Title: Representative</p>		