

Posting Title : FINANCE AND BUDGET OFFICER, P4
Job Code Title : FINANCE AND BUDGET OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 26 August 2021-24 September 2021
Job Opening number : 21-FIN-UNIFIL-162586-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the United Nations Interim Force in Lebanon (UNIFIL), with duty station Naqoura. The incumbent heads the Strategic Resource Unit, whose main focus is to coordinate the overall financial resourcing and performance management of the mission that includes the planning and implementation of the budgetary resources and, monitoring and reporting of financial performance. The incumbent will report directly to the Chief of Finance and Budget Management Section, under the overall supervision of the ORM pillar in Mission Support.

Responsibilities

- Supports with the development of the mission's annual budget development programme, providing coordination with respect to the establishment of major resourcing priorities, prepares cost estimates and budget proposals, in terms of mission's resourcing requirements such as staff and non-staff requirements, including programmatic aspects; reviews, analyzes and revises data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs. Provides guidance and training on RBB to military and civilian focal points.
- Plans and oversees the preparation, reviews and finalization of budget performance reports in compliance with the Legislative requirements and recommendations and Controller's instructions; reviews and ensures valid variances between approved budgets and actual expenditures, while ensuring measures to maintain lower number of redeployments in line with the Audit and Member States recommendations.
- Prepares inputs to the UN's legislative processes for consideration of mission financing requirements by the relevant budgetary bodies within the Secretariat as well as the legislative bodies of the General Assembly. Provides adequate preparation to support mission leadership during ACABQ and Fifth Committee deliberations.

- Administrates the allotments of the mission in line with the updated policy on administration of allotments including advise, guidance and approval of redeployment/reallocation of funds in line with implementation of planned and/or prioritized activities. Provides assurance to the Resource Strategic and Stewardship group on redeployment and its overall impact on missions projected fund utilization during the financial period.
- Participates in all enhancements related to UE2, budget module in Umoja, and on behalf of mission, supports testing, provides trainings, and ensures smooth implementation of the modules, such as, budget preparation and monitoring by using key components like Strategic management application, Business planning and consolidation and Strategic Planning, Budgeting and Performance Management application.
- Ensures the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget and timely provision of information to Mission management for decision making; Provides support and guidance to fund centre/programme managers on budget implementation and corrective actions where necessary.
- Administers and monitors Quick Impact Projects, including participating into the Project Review Committees, to ensure that projects are resourced within the framework outlined by the member states and within established policies and procedures.
- Prepares financial reports that informs and meets the need of senior management of the mission, programme and fund center managers throughout the mission, relevant external stakeholders as well as those acting on behalf of the mission at UNHQ.
- Possesses adequate knowledge in the area of Comprehensive Planning and Performance Assessment System, as to participate as a member of the working group, tasked with conducting yearly validation of the context mapping, including review of drivers, critical conditions and impact and outcome indicators, analyze and determine when changes to approved CPAS framework are required, assist the group in determining links between CPAS and RBB and going forward with Integrated planning, monitoring and reporting.
- Enacts the role of an Executive Secretary to the Resource Stewardship Executive Group, consisting of Mission Senior Leadership team, possesses the art to communicate with Head of Entity as chair of the RSEG, adequate skill of presenting resource stewardship, through reports and presentation that would be easily communicated to the leadership that would enable them to make informative decisions.
- Provides advice, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the guidance of the Chief of Section, Finance and Budget/Supervisor.
- Performs approving authority delegation within duties consistent with the financial delegation in adherence with the UN Regulations and Rules, staffing rules and administrative instructions.
- Supports the Chief of Section in implementing strong management reporting practices, business intelligence and for effective and efficient budgetary and performance management.
- Provides timely advice to operational counterparts and mission leadership on organizational performance of the mission in line with mission priorities.
- Coordinates on going monitoring, analysis and reporting to ensure that organizational performance of the operations is tracking with set targets and resource requirements are aligned with mandates and other priorities.

- Participate in the Statement of Internal Control implementation project, ensuring proper review on all resource related KPI's and identify mechanism on ensuring segregation of responsibilities, roles and functions are maintained within the area of Finance and Budget Management Section
- In the absence of Chief of Section, Finance and Budget, oversees the daily operations of the section.
- Ensures that all activities within Finance and Budget Section, are in compliance with the DPKO/DFS Environmental and Waste Management policies and in line with the DFS Environment Strategy objectives; coordinates with the mission's environmental officer for guidance as needed.
- Performs other duties as may be assigned.

Competencies

Professionalism: Knowledge of financial and budgetary principles and practices, budget development and financial administration of resources. Ability to develop budgetary policies, procedures and new programmes. Expert knowledge of the Enterprise Resource Planning System and excellent analysis skills on expenditures and their budgetary implications. Ability to formulate new strategies and technical approaches to budgetary matters. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes clearly and effectively; Proven ability to write high level analytical reports and strategic papers focusing on the key budget priorities, planning assumptions and resource drivers. Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

Managing Performance: Makes sure that roles, responsibilities and reporting lines are clear to each staff member; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; actively supports the development and career aspirations of staff; appraises performance fairly.

Education

Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting, economics or related field. A first-level university degree in combination

with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in finance, administration, budget, business administration, or related area is required.

A minimum of two years of managerial experience is required.

Experience in budget development at international level is required.

A minimum of One-year experience in Comprehensive Planning and Performance Assessment System (CPAS) is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

The United Nations Secretariat maintains rosters of qualified and available candidates to fill anticipated job openings in peacekeeping operations, special political missions, and other field operations. The purpose of this job opening is to generate a list of qualified candidates for inclusion in the Finance and Budget Officer, P-4 roster. The entire assessment process takes an average of six months; all applicants will be notified in writing of the outcome of their application (whether successful or unsuccessful) within 14 days of the conclusion of the process. Successful candidates will be placed on the roster and subsequently will be invited to apply for field mission vacancies open only to roster members. Roster membership does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual

exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

