

Vacancy No: VA/UNSSC/005/2022
Post Title: Budget Associate, G6
Organizational Unit: UNSSC Operations
Duty Station: Turin, Italy
Duration: 1 year, renewable subject to satisfactory performance and availability of funds
Deadline for applications: 14 March 2022

UNSSC provides a work environment that reflects the core values of integrity, professionalism and respect for diversity. We strongly encourage qualified women and candidates from developing countries to apply.

Organizational Context:

The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of operations in budget, finance, human resources, information & communication technology (ICT), procurement and support services.

Terms of reference:

Reporting to the Chief of Operations, the Budget Associate will support the Staff College in budgets' preparation, revision and monitoring. Specific responsibilities include:

Budget:

- Provides support with respect to the review, analyses and preparation of the medium-term plan and its revisions.

- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Undertakes research and provides support to higher level professional colleagues with respect to budget reviews of relevant intergovernmental and expert bodies.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Monitors integrity of various financial databases.
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
- Co-ordinates with other programme managers and staff on related issues during preparation of budget reports.

General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme budget, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations System Staff College policies and procedures.
- Drafts or prepares correspondence to respond to enquiries in respect to relevant budget matters.
- Maintain and keep up-to-date files.
- May be responsible for providing guidance, training and daily supervision to other general service staff in the area of responsibility.
- Performs other related duties, as assigned.

Qualifications required

Education

High school diploma or equivalent.

Experience

Minimum six (6) years of experience in budget and administrative services or related area. Working experience with UN budgeting system and practice is highly desirable.

Languages

English is the working languages of the United Nations System Staff College. For this post, fluency in oral and written English is required. Knowledge of Italian or another official United Nations language is an advantage.

Competencies:

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including programme development and database. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication: Speaks and writes clearly and effectively; 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning& 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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep

informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

Please apply through the online application form available at <https://www.unssc.org/about/employment-opportunities>