

# United Nations Mechanism for International Criminal Tribunals

Associate Budget Officer, P-2

DEADLINE FOR APPLICATIONS	:	03 October 2017
DATE OF ISSUANCE	:	04 September 2017
OFFICE	:	Registry, Budget Section
LOCATION	:	The Hague
JOB OPENING NUMBER	:	17-FIN-RMT-85029-R-THE HAGUE (R )

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

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## Organizational setting and Reporting:

This position is located in the Registry, Division of Administration under the direction of the Chief Budget Officer, P-4.

## Responsibilities:

### Budget preparation:

- Assists in the preparation of the biennial programme budget and performance reports of the organization.
- Reviews, analyses and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the two branches of the Mechanism.
- Assists managers in the elaboration of resource requirements for budget submissions.

### Budget administration:

- Processes allotment advices and redeployment of funds,
- Monitors budget implementation and recommends reallocation of funds as necessary.
- Assists in the administration and monitoring of extra-budgetary resources, including the review of grants agreements and preparation of financial reports to donors.
- Assists in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Under the supervision of the Chief of Section, responsible for the day to day management of the staffing table (updates data to reflect the establishment, redeployment and abolition of posts).

### General:

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to the Mechanism's budget.
- Acts as alternate Certifying Officer under Financial Rule 110.4 to ensure that proposed obligations and expenditures are in accordance with approved budgets and established regulations and rules.
- Assists in the day to day management of the office.
- Maintains the register of Certifying Officers and their portfolio of assigned accounts.
- Drafts relevant correspondence on budgetary matters for clearance by the Chief Budget Officer.
- Prepares ad hoc reports on budget matters.
- Acts as Officer-in-Charge during the absence of the Chief of Section and performs other assigned related duties.

### Core Competencies:

- **Professionalism** – Proven analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making recommendations. Strong financial application skills including proficiency in MS Excel. 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.
  - **Teamwork** – Works collaboratively with colleagues to achieve organisational 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.
  - **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.
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## QUALIFICATIONS

### Education:

Advanced university degree in business administration, finance, or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

### Work Experience:

Minimum of 2 years of progressively responsible experience in finance, administration, budget, business administration or related area. The following experience is required: (i) preparation and administration of budgets for a large United Nations or similar organization and (ii) proven knowledge of ERP platforms (SAP or similar). The following experience is highly desirable: (i) maintenance of an ERP staffing table, and (ii) budget administration and monitoring of voluntary contributions.

### Languages:

English and French are the working languages of the Mechanism for International Criminal Tribunals. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

### Assessment Method:

There may be a technical test followed by a competency based interview.

### Special Notice:

Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. All offers of appointment are subject to budgetary approval. The appointment is limited to the Mechanism for International Criminal Tribunals. **\*Appointment of the successful candidate to this position will be subject to budgetary approval.** Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

### NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

### No Fee:

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

### United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

### HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism for International Criminal Tribunals is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

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External applicants may go to <https://careers.un.org>

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