

United Nations International Residual Mechanism for Criminal Tribunals

Budget Assistant, G-6

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| DEADLINE FOR APPLICATIONS | : | 29 June 2018 |
| DATE OF ISSUANCE | : | 31 May 2018 |
| OFFICE | : | Registry/Budget Section |
| LOCATION | : | The Hague |
| VACANCY ANNOUNCEMENT | : | 2018/IRMCT/REG/BS/006-GS |

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

Organizational setting and Reporting:

This position is located in the Budget Section, Registry, under the supervision and direction of the Chief of Budget Section.

Responsibilities:

In coordination with the Head of the Unit, the incumbent performs Staffing table control for both Assessed Budget and extra-budgetary posts. Creates and abolishes posts (both temporary and GTA) using Umoja, PIMS and PMM (Post Management Systems). Manages incumbency of posts and confirms that posts are vacant for recruitment of personnel. Ensures that STA accurately reflects the post incumbency of the Mechanism. Provides support with respect to the review, analyses and preparation of the proposed programme budget and second performance report. Prepares supporting documents (narrative and supporting tables) with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements. Co-ordinates with various sections on related issues during preparation of reports. Answers questions from offices regarding costing parameters and other budget issues. Undertakes research and analysis of factors affecting variance between approved budgets and final expenditures. Financial Control and monitoring of accounts for both the IRMCT regular budget and Trusts Funds – Undertakes budget projections to check whether estimates can be met from allotment advice and recommends remedial action in consultation with the office concerned on redeployment of funds. Prepares requests for allotment for Trust Fund (narrative and cost plans) and, upon receipt of new allotment, ensures accuracy of data before informing relevant UN offices/sections. Acceptance of contributions and Donor reporting- Liaises with donors regarding status of extra-budgetary financial reports. Prepares financial reports and consolidates financial reports and consolidates financial data according to specific reporting requirements of donors. Analyses and researches financial trends and prepares reports on the evolution of contributions to the assessed budget, exchange rates projections and XB forecast requirements. Reviews, analyses and recommends certification of final expenditures and obligations related to completed projects and prepares final financial report to donors. Administrative assistance to the Section Chief and other officers of the Section – Monitors integrity of various financial databases. Provides answers on budget-related queries by various sections. Drafts correspondence in response to general queries. Responsible for filing classification and retention plan. Ad-hoc duties as required.

Competencies:

- **Professionalism** – Excellent technical and analytical skills, Ability to maintain accurate records, review/interpret a wide variety of data. Demonstrated initiative and ability to make appropriate linkages in work requirements and anticipate next steps. 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.
- **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 organisational 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.
- **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 on-going 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.

QUALIFICATIONS

Education: High school diploma or equivalent; demonstrated ability to use computer applications.

Experience: Minimum of 7 years of progressively responsible experience in finance/budget or related field. Proficiency in the use of office applications (Word Processing and Spreadsheets) is essential. Knowledge of financial rules and regulations; (preferably those of the United Nations or other specialized and international agencies).

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Language: English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required. Working knowledge of French is an asset.

Assessment Method:
There may be a technical test followed by a competency-based interview.

Special Notice:
The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.unmict.org) and forward electronically AS ONE DOCUMENT to the recruitment@un.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

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.
