

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 26P042

I. General Information

Title:

JPO in Programme Planning and Budgeting

Sector of Assignment:

Policy Coordination Unit, Programme Planning and Budget Division

Organization/Office:

United Nations Secretariat / Department of Management Strategy Policy and Compliance (DMSPC) / Office of Programme Planning, Finance and Budget (OPPFB) / Programme Planning and Budget Division)

Duty Station:

New York, United States of America

Duration:

The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds. A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

II. Supervision

Title of Supervisor: Acting Chief, Policy Coordination Unit

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

- Review, analyse and assist in the (a) finalization of Secretariat-wide budget proposals, in terms of staff and non-staff requirements (b) preparation of Financial Performance Reports, including recostings, and related programme budget/financial implications emanating from the main Committees of the General Assembly.
- Provide support to relevant intergovernmental and expert bodies in their budget review including drafting of responses and updating central financial information for draft resolutions.
- Undertake research and contribute to change initiatives including supporting the assessment of the re-costing methodologies of the Secretariat and enhancing budget policies and procedures as well as contribute to transformation initiatives leveraging technology to improve services to inter-governmental bodies and UN system clients.

- Prepare guidelines, presentations, and briefing material on newly proposed approaches, policies, processes and procedures, to be used in communication with the Division, senior management and support to client offices
- BUDGET ADMINISTRATION, including issuance of allotments, monitoring of expenditures and preparation of analytical reports related to finance and budget as well as various aspects of the financial performance reports.

IV. Qualifications and Experience

Education:

An advanced university degree (Masters or equivalent) in business administration, economics, finance, public administration or statistics would be preferable.

Work experience (incl. internships and volunteering):

At least 2 years of progressively responsible experience in finance, public administration, budget, business administration, economics, statistics or related area.

Experience in using data to inform decisions, strategies and methodologies is required.

Experience with self-service analytics and data visualization applications (MS Power BI, Qlik, Tableau or similar), or business intelligence tools is desirable.

Experience using programming language (SQL, Python, R or similar) to enable data transformation and data analytics is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

Other skills:

Solid information technology skills, including proficiency in use of Microsoft Word, Excel, PowerPoint and data analysis tools. Knowledge of finance modules of internationally recognized enterprise resource planning software (ERP) such as Oracle, SAP is desirable.

UN competencies:

PROFESSIONALISM - Proven conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations; a complete, in-depth grasp of financial principles and practices; proven ability to work under pressure and produce output that is accurate and of high quality; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Ability to review and draft comprehensive, clear and concise reports and correspondence on budgetary and programmatic matters. Keeps people informed of progress and setbacks. Solid computer skills.

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.

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; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to...

- Understand the budget cycle of the United Nations and the functioning of intergovernmental mechanisms.
- Understand the programmatic needs of the UN Secretariat and of the entities (Departments, Offices, Missions) of the Secretariat through regular interactions with clients and stakeholders and be able to translate them into policies and programme budgets;
- Draft UN Budget and performance reports, programme plans, oral statements/programme budget implications, financing resolutions, and responses to the legislative committees on various budgetary, financial and administrative issues developing an understanding of Member States perspectives and priorities.
- Prepare and deliver presentations on various financial/budgetary issues including on policy matters, and contribute to newly proposed approaches, policies, processes and procedures, operating procedures etc;
- Understand the recosting process and the impact of data analytics and information technology on effective programme planning and budgeting practices.

VI. Background Information

- OPPFB is headed by the Controller and is comprised of 3 components, the Programme Planning and Budget Division (PPBD); Field Operations Finance Division (FOFD); Finance Division (FD).
- The JPO will work in the Programme Planning and Budget Division (PPBD) within OPPFB.
- PPBD is headed by a Director at the D-2 level and is comprised of 3 Services, each headed by a D-1 Service Chief, and a Policy and Coordination Unit (PCU) headed by a P-5 Chief, PCU.
- All three Services and the Policy and Coordination Unit report directly to the Director of the Division.
- The JPO will work in PCU which supports the guidance and coordination of the Plan Outline, Programme Plans, the annual Proposed programme budget and its performance reports. Additionally, PCU is responsible for all cross-cutting matters involving policies related to the regular budget.
- The JPO will report directly to the Chief of the Policy and Coordination Unit;

The core functions of the Programme Planning and Budget Division (PPBD) are as follows :

- (a) Developing and implementing policies, procedures and methodology, consistent with the Financial Regulations and Rules of the United Nations and the Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation, on matters relating to the programme budget and extrabudgetary resources, and providing guidance to departments/offices in respect thereto;
- (b) Preparing and presenting to the legislative bodies the Secretary-General's annual programme budgets, including budgets of the criminal tribunals; budget performance reports; and other reports on budgetary matters, including statements of programme budget implications of new activities, as well as revised or supplementary programme budget proposals;
- (c) Continuing the facilitation of deliberations and decision-making on planning and budgetary issues by the General Assembly and its relevant subsidiary organs through the provision of substantive services on programme and budgetary issues;
- (d) Enhancing control reporting systems and procedures relating to the implementation of programme budgets and extrabudgetary funds to ensure the economical and proper use of resources;
- (e) Improving services to clients, both within and outside the Secretariat, by leveraging technology to simplify administrative processes and through continued emphasis on the development of the staff's substantive, technical and managerial skills;
- (f) Continuing the monitoring of compliance by offices in receipt of specific delegations of authority in budgetary matters;
- (g) Improving current procedures for the administration of extrabudgetary funds, including further improving the timeliness of responses to client departments and offices