



VACANCY ANNOUNCEMENT
(External/Internal)

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No: VA-2008/028	Date of Issuance: 14 May 2008
Post Title and Level:	Associate Budget Officer, P-2
Duty Station:	Vienna, Austria
Organizational Unit:	Budget Unit Financial Services Branch PROGRAMME SUPPORT AND GENERAL MANAGEMENT DIVISION
Expected entry on duty:	3rd Qtr 2008
Indicative Minimum Net Annual Remuneration: <i>(including post adjustment at single rate for current month)</i>	US\$ 77,413
Type of Appointment:	fixed term, three years
Deadline for the receipt of applications:	04 June 2008

Organizational Context

- The Programme Support and General Management Division oversees four subsidiary entities namely the Human Resource Management Branch, the Financial Services Branch, the Information and Communication Management Services and the Operational Support Services Branch.
- The Financial Services Branch is responsible for a broad range of financial services, including financial control functions at UNIDO Headquarters and in the field. These include the development of policies, systems and tools to facilitate effective management of financial resources, thus enabling the Organization to achieve its business and strategic goals while ensuring and maintaining the financial integrity of the Organization. The services provided include budgeting; financial control; financial planning; management of financial resources (including extra-budgetary resources); cash management and treasury operations; determination, management and reporting of assessed contributions; receipts and disbursements of all resources, including payroll of Headquarters and field staff; financial management of technical cooperation activities; and accounting and reporting for regular and operational budget activities as well as technical cooperation activities. The Branch also provides continuous support for the Financial Performance Control System (FPCS) to facilitate its efficient operations.
- The Budget Unit is responsible for budgeting and reporting on regular and operational budget resources as well as providing policy advice on budgetary issues. The staff member is one of the 2 professional staff members in the Budget Unit supervised by the Chief of the Unit.
- After a certain number of years located at headquarters, the incumbent must be prepared to be rotated into a position in one of UNIDO's field offices, as part of the Organization's Field Rotation Policy.

Main Functions

- Contribute to the preparation of biennial programme and budgets by maintaining the budget system within FPCS, by establishing and maintaining programme codes, carry forward budget-base information and initiate system enhancements through liaison with the Information and Communication Management Services.
- Update and maintain budgetary data for various scenarios such as staff, non-staff costs, inflation factors, recosting, revaluation, etc. by obtaining relevant factors from the Budget officers and applying those factors against budgetary data.
- Complete the budget resource (post/financial) input/output information by coordinating input and reviewing output for accuracy.
- Develop executive reports in Excel and FPCS for application during the budgeting process.
- Review and establish standard salary costs.

- Assist in the implementation, monitoring and review of financial programme budget performance by preparing, issuing and revising allotments (PADs) to all divisional allotment holders for non-staff allotments in line with the programme and budgets under the authority of the Director-General and Director of Financial Services, and maintain records of budget reserves.
- Update and maintain various computer tables on the intranet and within FPCS such as allotment holder/certifying officer, allotment account codes, objects of expenditure, UNIDO Headquarters account codes/sources of funds.
- Prepare and reconcile financial and statistical tables related to performance reports/ expenditure plan of regular and operational budget funds by obtaining the required information either from within the Group or from divisional budget coordinators.
- Review of personnel action for certification and its associated work.
- Draft policy-making organ documents in connection with the budgetary performance of the Organization including documents on the financial situation, commentary to the financial statements and the Annual Report of UNIDO.
- Perform other related assignments as required.

Required Competencies

- Ability to analyze and solve problems. Ability to work in a team. Ability to write in a clear and concise manner and to communicate in an efficient, yet polite manner. Ability to plan, organize and complete work under various types of pressure.

Minimum Requirements

- Education: Advanced university degree in either accounting, public administration, finance, business administration, economics , or university degree preferably in one of the aforementioned areas of study plus professional qualifications such as Certified Public Accountant or Chartered Accountant an asset.
- Experience: Minimum of three years of progressively responsible experience in budget, administration and finance related fields. Relevant practical experience of which some should be at the international level. Knowledge and use of the common computer applications such as the Microsoft Office package and standard accounting applications.
- Languages: Fluency in English. Knowledge of French is desirable.

All applications must be submitted online through the [Online Recruitment System](#)

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Visit the UNIDO website for details on how to apply:

www.unido.org/employment/howtoapply