



International Criminal Tribunal for the former Yugoslavia

Budget Officer, P-3

DEADLINE FOR APPLICATIONS	:	11 February 2012
DATE OF ISSUANCE	:	12 January 2012
OFFICE	:	Registry, Finance
JOB OPENING NUMBER	:	12-FIN-ICTY-22399-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the Budget Section of Registry and s/he will report to the Chief Budget Officer.

Responsibilities:

Within delegated authority, the Budget Officer will be responsible for the following duties;

Financial control of assessed budget, extra-budgetary and programme support costs activities.

- Manages the day to day budgetary financial responsibilities of the office.
- Maintains the register of Certifying Officers and their portfolio of assigned accounts.
- Issues requests for allotment advices, including redeployments of funds when necessary.
- Monitors expenditures to ensure they remain within the approved allotments and determines reallocation of funds if necessary.
- Reviews and analyses data with respect to the organization's requirements and finalizes cost estimates from programme offices.
- Prepares income and expenditure financial reports for extra-budgetary activities in line with donor agreements.

Co-ordinates acceptance of contributions and financial reporting to donors.

- Reviews all financial and budgetary provisions related to proposed contribution agreements (prior to submission to the Office of the Controller in New York) ensuring compliance with UN rules and regulations.
- Liaises with the Budget Division in New York regarding the acceptance of voluntary contributions.
- Prepares financial reports and co-ordinates submission of substantive reports to donors relating to extra-budgetary activities.
- Preparation of annual substantive and financial reports to Budget Division in New York on extra-budgetary activities.
- Provides advice to the Voluntary Contributions Committee (VCC) on financial regulations, situation of projects, fund raising strategies and other related matters.

Preparation of the proposed assessed budget of the Tribunal.

- Reviews and analyses data with respect to budget proposals in terms of staff and non-staff requirements.
- Provides support and advice to managers with respect to the elaboration of resource requirements for budget submissions.
- Reviews and makes appropriate recommendations with respect to the finalization of the proposed programme budget and performance reports.
- Liaises with the Budget Division in New York throughout the budget preparation process.

Management of the Staffing Table of the Tribunal.

- Responsible for the establishment, redeployment and abolition of posts in the ICTY Post Management Module (PMM).
- Monitors post status reports (both assessed budget and extra-budgetary resources) to ensure compliance with the staffing table authorizations and funding levels for posts.
- Responsible for the continued development and maintenance of the Post Management Module.

Acting as Officer-in-Charge and perform other duties assigned by the Chief

- Acts as alternate certifying officer for a number of tribunal accounts.
 - Reviews requisitions and purchase orders generated by the Procurement system to ensure correct usage of budget account codes and availability of funds.
 - Prepares reports on budget trends, forecasts as requested by the Chief.
 - Performs other ad hoc duties assigned by the Chief.
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Core 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. Experience in budget/programmatic issues, preferably in an international organisation. Strong financial applications skills including proficiency in MS Excel (MS Access desirable). Knowledge of other software applications, UN financial systems (such as Sun Systems) and ERP systems is desirable. Knowledge of United Nations assessed budget and trust fund policies and practices, including Financial Regulations and Rules and IPSAS. 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 the audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **Planning and Organising** – 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.
- **Technological Awareness** – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **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.

QUALIFICATIONS

Education:

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

Certification as a Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent will be desirable.

Work Experience:

Minimum of 5 years of progressively responsible experience in administration or finance with greater independence and decision making authority for more complex budgets.

Languages:

English and French are the working languages of the Tribunal. 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 will be a technical test and competency-based interview.

Special Notice:

The appointment is limited to ICTY. 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. 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.



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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

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.

HOW TO APPLY:

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

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

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