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BUDGET OFFICER

Post Number : BFM 931, BFM 025

Grade : P-3

Parent Sector : Bureau Of Financial Management (BFM)

Duty Station: Paris

Job Family: Finances

Type of contract : Fixed Term

Duration of contract : 2 years with possibility of renewal

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 23-OCT-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Budget Officer, under the direct supervision of the Chief of Section for Budget, Monitoring and Reporting (BMR) and the authority of the Chief Financial Officer (CFO), assists in the preparation and revision exercises related to the Organization's budget as well as in the monitoring and reporting exercise conducted throughout the biennium. The CFO oversees the Organization's policies and the planning related to the budgetary aspects, and the Chief of Section will provide guidance to the incumbent in all aspects of the daily work, which includes the following:

- Conduct analysis of budgetary data, such as inflationary and statutory cost increases, staff cost factors, past trends and future forecast of economic data relevant to UNESCO's budget for the

purpose of preparing the biennial budget of the Organization, and provide relevant findings and recommendations to the supervisor.

- Verify and consolidate budget elements for the purpose of constructing the Organization's overall budget, in close cooperation with the Executive and Administrative Officers of specific Major Programme sectors as well as the BFM colleagues.
- Examine and analyse budget and expenditure related issues, through close contact with other BFM colleagues and sectors/bureau as required, and initiate corrective actions, propose appropriate solutions for review by the Chief of Section.
- Prepare the statutory budget utilization reports and other ad-hoc reports, in collaboration with other BFM colleagues and with the Executive and Administrative Officers of the Major Programme sectors.
- Assist in the long-term tasks related to the establishment and improvement of Results-based budgeting, Integrated Budget Framework, cost recovery policy, core system redesign project, other IT development, all of which are of inter-sectional nature, thus through close collaboration with the other sections in BFM as well as the sectors/bureau of the Organization.
- Draft/prepare correspondences, reports and documents related to budgetary matters under the responsibilities of the Section.
- Other additional tasks that may be required to ensure the success of the work team.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Master's or equivalent) in the field of public or business administration, financial management, economics or closely related field(s).

WORK EXPERIENCE

- Minimum four (4) years of progressively responsible relevant professional experience in budget or finance.
- Relevant experience acquired at the international level.

SKILLS/COMPETENCIES

- Excellent technical skills for data processing, analysis and consolidation.
- Excellent strategic and analytical skills in budget preparation.
- Very good interpersonal skills and ability to maintain effective working relations within a multicultural environment.

- Excellent oral and written communication skills, including ability to draft documents and reports clearly and concisely.
- Excellent IT skills, including MS software and use of ERP systems.

LANGUAGES

- Excellent knowledge (written and spoken) of English or French, and a good knowledge of the other language.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience working within the UN system or similar International Organizations.

SKILLS/COMPETENCIES

- Good coordination skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

LANGUAGES

- Knowledge of other official languages of UNESCO (Arabic, Chinese, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this position is USD 90,151.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority

groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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