

# United Nations International Residual Mechanism for Criminal Tribunals

Chief Budget Officer, P-4

<b>DEADLINE FOR APPLICATIONS</b>	:	24 October 2018
<b>DATE OF ISSUANCE</b>	:	25 September 2018
<b>OFFICE</b>	:	Registry / Budget Section
<b>LOCATION</b>	:	The Hague
<b>JOB OPENING NUMBER</b>	:	18-FIN-RMT-103846-R-THE HAGUE (R)

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

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## Organizational setting and Reporting:

The post is located in the Division of Administration, Registry, of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the direction of the Chief Administrative Officer.

## Responsibilities:

### Budget preparation:

- Coordinates the preparation of the programme budget and performance reports of the Mechanism.
- Reviews, analyses and finalizes budget proposals in terms of staff and non-staff requirements for the two branches of the Mechanism. Provides detailed input with respect to resource requirements for budget submissions.
- Reviews, analyses and finalizes programme budget/financial implications to the General Assembly when warranted in light of additional mandates not known at the time of budget preparation.
- Provides substantive support to relevant intergovernmental and expert bodies in their budget review; participates in the team defending the budget submission and performance reports during ACABQ and General Assembly review.

### Budget management and administration:

- Approves allotments, authorizes sub-allotments, including redeployment of funds when necessary, ensuring funds availability.
- Manages and monitors budget implementation and recommends reallocation of funds as necessary.
- Monitors expenditures to ensure that they remain within authorized levels.
- Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Prepares budget performance submissions.
- Reviews and finalizes budget performance reports, analysing variances between approved budgets and actual expenditures.
- Provides substantive support to relevant intergovernmental and expert bodies.
- Manages the staffing table of the organization.

## General

- Provides advice and guidance, including training, to staff on budgetary and financial policies and procedures, including results-based budgeting.
- Participates in inter-departmental meetings on matters related to resource requirements, programming and budgetary issues.
- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to programme and budgets, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Drafts reports for intergovernmental bodies and for management on budgetary issues.
- Undertakes research and analysis of budgetary policies and procedures, makes recommendations for changes and/or modifications.
- Acts as certifying officer to ensure that proposed obligations and expenditures are in accordance with approved budgets and established regulations and rules.
- Represents the Mechanism in intra-departmental meetings involving budget matters.
- Organizes, manages and supervises the work of the Unit/Section assigned.
- Incumbents may be asked to perform other related duties.

## Core Competencies:

- **Professionalism** – Knowledge of financial and budgetary principles and practices, budget development and financial administration of resources. Ability to develop budgetary policies, procedures and new programs. Ability to formulate new strategies and technical approaches to budgetary matters. 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.
  - **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
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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.
- **Building Trust** – provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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## QUALIFICATIONS

### Education:

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

### Experience:

Minimum of 7 years of progressively responsible experience in budgeting, financial management or related area. The following experience is required: (i) coordination of the preparation and administration of budgets for a large United Nations, international or similar organization (including results based budgeting), (ii) preparation of budget reports for intergovernmental and expert bodies, (iii) transactional use of ERP platforms such as SAP or similar. The following experience is highly desirable: (i) proven experience in the use of the United Nations Budget Information System (UNBIS), (ii) experience in the coordination of the preparation of the budget of a United Nations Tribunal or similar.

### Language:

English and French are the working languages of the Mechanism for International Criminal Tribunals. 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 may be a technical test followed by a competency-based interview.

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### Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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.

### 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human

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resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

## HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism 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>

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