

Posting Title : BUDGET ASSISTANT, G6  
Job Code Title : BUDGET ASSISTANT  
Department/ Office : IRMCT/REGISTRY/ADMIN/BUDGET SECTION  
Location : THE HAGUE  
Posting Period : 21 January 2025-19 February 2025  
Job Opening number : 25-FIN-IRMCT/REGISTRY/ADMIN/BUDGET-251598-R-  
THE HAGUE (R)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is located in the Budget Section, Registry, under the supervision and direction of the Chief Budget Officer.

### **Responsibilities**

- Provides support with respect to the review, analyses and preparation of the medium-term plan and its revisions.
- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Undertakes research and provides support to Chief Budget Officer and Chief of Administration with respect to budget reviews of relevant intergovernmental and expert bodies.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged, and (b) availability of funds.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Monitors integrity of various financial databases.
- Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued.
- Co-ordinates with other finance and budget staff on related issues during preparation of

budget reports.

- Answers questions from offices regarding costing parameters and other budget issues.
- Undertakes research and analysis of factors affecting variance between approved budgets and final expenditures. Financial Control and monitoring of accounts for both the IRMCT regular budget and Trusts Funds
- Undertakes budget projections to check whether estimates can be met from allotment advice and recommends remedial action in consultation with the office concerned on redeployment of funds.
- Prepares requests for allotment for Trust Fund (narrative and cost plans) and, upon receipt of new allotment, ensures accuracy of data before informing relevant UN offices/sections.
- Acceptance of contributions and Donor reporting- Liaises with donors regarding status of extra-budgetary financial reports.
- Prepares financial reports and consolidates financial reports and consolidates financial data according to specific reporting requirements of donors.
- Analyses and research financial trends and prepare reports on the evolution of contributions to the assessed budget, exchange rates projections and XB forecast requirements.

## **Competencies**

- **Professionalism** – Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including proficiency in Umoja Analytics. Ability to identify and resolve data discrepancies and operational problems. Excellent technical and analytical skills, Ability to maintain accurate records, review/interpret a wide variety of data. Demonstrated initiative and ability to make appropriate linkages in work requirements and anticipate next steps. Able to perform analysis, modeling and interpretation of data in support of decision-making. 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.
- **Accountability** – Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation** – Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors on-going developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of

progress or setbacks in projects; meets timeline for delivery of products or services to client.

### **Education**

High school diploma or equivalent is required.

### **Job Specific Qualifications**

Technical or vocational certificate in accounting, finance, budget, business administration, or related fields is desirable.

Certification in Umoja Analytics is desirable.

### **Work Experience**

Minimum of seven (7) years of progressively responsible experience in Budget, Finance, accounting or related field is required. The minimum years of relevant experience is reduced to five (5) years for candidates who possess a first-level university degree or higher.

Advance use of office applications (Word Processing and Spreadsheets) is desirable.

Experience with financial rules and regulations of the United Nations or similar international organizations is desirable.

Experience in the use of Enterprise Resource Planning (ERP) systems, such as Umoja, SAP or equivalent, is desirable.

Working experience in UN International Criminal Tribunals is desirable.

### **Languages**

English and French are the working languages of the IRMCT. For the post advertised, fluency in English is required.

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **Special Notice**

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.

This position is funded from project funds. Filling of this position is subject to funding availability and the initial appointment will be for a period of one year. Extension of the appointment will be subject to the availability of funding. The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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.

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural, and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

## **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.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical

intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING,

OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.