UNHCR TERMS OF REFERENCE
FOR JUNIOR PROFESSIONAL OFFICER (JPO) CATEGORY
(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

DATE SUBMITTED*: 27/dec/216*

PART 1A - CLASSIFICATION DATA

A.1 CURRENT / OFFICIAL POSITION DATA

JPO Position No.: 10024189		
JPO Position Title: Associate Budget Officer		
JPO Position Grade**:** P2	Position Category: **JPO**	
JPO Position Location: UNHCR HQ, Geneva, Switzerland		
Supervisor Position No: 10001470	Supervisor Position Title: Deputy Director (Budget) and Head of PBS	Supervisor Position Grade: D1

- ACTION REQUESTED -

A.2 CREATION OF JPO POSITION ☐ *(Tick as appropriate)*

A.3 REVISION OF EXISTING POSITION *(Tick as appropriate, and indicate the current, revised title)*

☐ Change of Title   ☒ Update of Duties   ☐ Others *(Specify)*:

	Title:	Grade	Category
From:			JPO
To:			JPO

PART 1B - POSITION JUSTIFICATION

JUSTIFICATION   (☐ Creation / ☒ Revision**)** *– Explain below why the creation of position is needed. If the position is to be revised, explain any new contextual developments or changes in position requirements that justify the review.*

Update of ToRs

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification [1]:

PART 2A – IDENTIFICATION OF POSITION

Position No: 10024189	Job Code [1] :
Position Title: Associate Budget Officer	Job Profile [1] :
Position Location : PBS/DFAM, Geneva, Switzerland	Functional Group [1] :
Supervisor Position No., Title & Grade: 10001470, Deputy Director (Budget) and Head of Programme Budget Service, D1	CCOG Code [1] :
Position Grade: P2	Category: [1] : **JPO**
	(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Division of Financial and Administrative Management (DFAM) is responsible for providing relevant, accurate and timely information on the use of the organization's resources. DFAM contributes to safeguarding and maintaining the financial resources entrusted to UNHCR by maintaining and improving the financial and administrative systems, policies and procedures and promoting cost-effective and transparent use of these resources.

Within DFAM, the Programme Budget Service (PBS) provides strategic advice to senior management on effective allocation of resources and is responsible for a wide-range of budget-related issues: development of policies, guidelines and mechanisms for budget management processes and in support of a sound budgetary management system; monitoring of the implementation of UNHCR's biennial budget and participation in the implementation of results-based budgeting and provides support on the use of the relevant system applications. PBS is also responsible for the preparation of the biennial programme budget and participates in regulatory and legislative meetings to discuss budgetary matters.

The JPO position is located in the Programme Budget Service (PBS), Division of Financial and Administrative Management (DFAM). The position's incumbent will report directly to the Head, Programme Budget Service, and work mainly with both its Units, as well as with key partners in DFAM and DIST.

The required assignments are varied and complex, requiring attention to detail and working to achieve tight deadlines. Ultimately this role is about using technology and data analysis skill to improve existing processes and to support UNHCR in delivering our mandate in an effective, efficient, agile and accountable manner. The JPO will be part of a multicultural team that strives for continuous innovation to make a positive impact on the lives of refugees and other person of concerns to UNHCR.

UNHCR's working environment at Headquarters follows an "open space policy"; no private offices will be assigned to staff during the assignment. This position will be based in UNHCR HQ, Geneva, Switzerland.

SUPERVISION: The JPO will be under the direct supervision of the manager indicated under 'Supervisor title and position number'. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

LIVING CONDITIONS AT THE DUTY STATION
Please indicate if the following is available at the Duty Station

Housing/accommodation	Accomodation is not provided by UNHCR. Staff can avail commercial accomodation.
Health care	Staff is covered by UNSMIS. A staff medical unit is available at the UNHCR HQ.
Educational facilities	Education facilities are available commercially/public.
Security	The security level in Geneva as per UNDSS is low.
Other (transports, banks, etc)	UNHCR does not provide transportation in this duty station.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

• Resource Allocation Framework rules, procedures and budgetary parameters are applied consistently.
• Updated financial information in particular for Finance meetings is available for end users on a timely basis.
• Relevant stakeholders' needs are analysed and are provided pro-actively with business solutions;
• Budget reporting, business process analysis streamlining and improvement are carried out with attention to detail and accuracy
• Business Intelligence and automation projects are carried out with attention to detail and accuracy;
• Work closely with development team to ensure requirements are accurately mapped and suitable for development; systems configuration and improvement of processes.

Responsibility *(process and functions undertaken to achieve results)*

• Budget Committee (BC): Assist in reviewing the current BC process, and bring forward proposals for improvement in the areas of a) workflow streamlining aiming for increased efficiency and the progressive elimination of the trail of paper clearances; b) information content and presentation to achieve better understanding by the Budget Committee members and other key stakeholders of the information presented to them; c) filing of BC decisions in an electronic database; d) automated solution to update financial implications of BC decisions in other monitoring tools e.g. Requirements table; BC log etc.
• Participate in DFAM's Business Intelligence project to upgrade existing reports to a library of contemporary BI warehouse reports that are correct, consistent, easy to maintain and upgrade, user friendly and easy to retrieve and view including through tablets and mobile devices;
• Participate in UNHCR's effort to transition to IATI publisher status including automation and streamlining of the publication process, broadening of the scope of data published and development of UNHCR's own IATI portal;
• Participate for PBS in a cost accounting project aimed to develop and deploy a methodology for costing and tracking of staff and resources, volume as well as value for outputs;.
• Participate in an upgrade of the MSRP system or sections thereof, including contributing to project scoping, the development of PID documents, testing and training.
• Assist and provide advice on data presentation modalities and instruments including BI, web applications,
• Assist in Change Management and outreach communications during project implementation,
• Contribute to the development of the team's tools, skills, culture and impact;
• Identify areas where technology could be used to make processes more efficient;

Authority *(decisions made in executing responsibilities and to achieve results)*

• Work on multiple projects and prioritize them depending on business and stakeholder needs

2.3 REQUIRED COMPETENCIES, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.)*

Code	**Managerial Competencies**	**(Max. 4)**
1. ☐ M001	Empowering and Building Trust	
2. ☒ M002	Managing Performance	
3. ☒ M003	Judgement and Decision Making	
4. (M004)	Strategic Planning and Vision ***(Not applicable to JPOs)***	
5. (M005)	Leadership ***(Not applicable to JPOs)***	
6. ☐ M006	Managing Resources	

Code	**Cross-Functional Competencies**	**(Max. 3)**
1. ☒ X001	Analytical Thinking	
2. ☒ X002	Innovation and Creativity	
3. ☒ X003	Technological Awareness	
4. ☐ X004	Negotiation and Conflict Resolution	
5. ☐ X005	Planning and Organizing	
6. ☐ X006	Policy Development and Research	
7. ☐ X007	Political Awareness	
8. ☐ X008	Stakeholder Management	
9. ☐ X009	Change Capability and Adaptability	

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. *Define the <u>educational</u> background, the <u>relevant job experience</u> and <u>the language(s)</u> that are essential to perform the work of the position.*

EDUCATION/QUALIFICATION:
• Advanced University Degree in Business Administration, Accounting, Finance, Computer science, informations system or closely related fields;

WORK EXPERIENCE:
• Minimum of two years of relevant work experience in budget, finance, data science, data analytics or related field
• Experience in business analysis, application of statistical techniques in the analysis of financial data, cost accounting analysis, Value for Money analysis.

SKILLS:
• Active, self-driven, with clear understanding of work objectives, content and processes;
• Pro-active and able to work independently;
• Stong analytical skills as well as the ability to find technical solutions for real challenges;
• General knowledge of IT technologies, trends and business practices in the field of data management and analytics;
• Understanding of technical solutions, what these tools are and a willingness to learn how they operate in different contexts;

LANGUAGE KNOWLEDGE
Please <u>indicate</u> languages required (Official UN Languages: English, French, Spanish, Chinese, Russian, Arabic)

- **Essential: English,**
- **Desirable:** French

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

• Knowledge of ERPs, MS Office including MS access or other relational database;
• Understanding of accrual accounting, prefereably IPSAS, familiarity with budget management and reporting

2.6 TRAINING COMPONENTS AND LEARNING ELEMENTS

TRAINING COMPONENTS:
- **Mandatory training courses**:
  1. Basic Security in the Field (NB: needs to be retaken every 3 years)
  2. Advanced Security in the Field (NB: needs to be retaken every 3 years)
  3. Protection Induction Programme (PIP)
  4. UN Course on Harassment, Sexual Harassment and Abuse of Authority
  5. Orientation to IPSAS

- **Recommended training courses**
  Please indicate at least 1-2 training courses relevant to the particular JPO function, available through Learn &Connect platform.

LEARNING ELEMENTS
Please indicate what the incumbent will learn during the assignment, defined in measurable results through applied skills or demonstrated competencies and specified per year.

• JPO will gain direct and first-hand experience in financial analysis by reviewing budget submissions, monitoring reports and performing budget variance analysis;
• JPO will develop management skills through supervising part of the work of a General Staff in the Unit;
• JPO will develop knowledge of refugee legal framework, humanitarian issues and response and UN working principles through completion of mandatory trainings and reviewing notes to Budget Committee;
• JPO will be exposed to self-learning materials available within the Organization and will be encouraged to participate in relevant learning opportunities and programmes, as possible.
• JPO will have an opportunity to learn about the information technology structure in UNHCR and will be exposed to innnovation trends of the UN and how UNHCR relates to it.
• JPO will be uniquely exposed to a number of key corporate and management reforms in UNHCR affecting the financial management in the field.