

Job Title: Budget & Programming Associate FT G6-Damascus VA011/2018

DEADLINE FOR APPLICATIONS

From 29 January 2018 TO 12 February 2018

CONTRACT TYPE & DURATION

Type: Fixed term contract.

Duration: One year.

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

ORGANIZATIONAL CONTEXT

These jobs are found in Headquarters (HQ), Regional Bureaux (RBs) and Country Offices (COs). Job holders typically report to the Budget & Programming Officer.

Job holders at this level demonstrate responsibility and initiative to respond independently to complex queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders support management of financial resources and may provide guidance to other staff.

JOB PURPOSE

To provide a range of specialised support for efficient planning, monitoring and analysis of project financial performance to enhance optimal use of financial resources.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Review budget plans, monitor and analyse project financial performance and make recommendations in compliance with WFP financial policies and procedures and best practices, to support financial analysis and optimisation of resources.
2. Provide comprehensive analysis on fund and grant balances identifying surpluses and deficits, and suggest corrective measures, to support maximum fund utilization and decision-making process.
3. Support pipeline management ensuring efficient monitoring, to prevent and address pipeline breaks and maximise operational effectiveness.
4. Contribute to the improvement of internal processes, enhancement of corporate systems and design of tools, to facilitate the overall planning, expenditure forecasting, and budget management and monitoring of resource utilisation.
5. Enter project budget plans and revisions in the corporate systems, to ensure data is timely and accurately captured enabling easy access to information and supporting planning and decision-making.
6. Review, compile and analyse data, maintain accurate records and files and prepare periodic and ad hoc reports, to support accuracy and efficiency of information presented to internal and external stakeholders.

7. Maintain communication with a number of stakeholders regarding project funds management matters and related processes, to clarify any discrepancies and optimise use of funds.
8. Provide guidance to other support staff and contribute to their learning and development in budget planning, fund management and operational planning, to facilitate continued development and consistency in services delivered.
9. Follow standard emergency preparedness practices, to ensure WFP is able to quickly respond and deploy needed resources to affected areas at the onset of the crisis.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area.

Language: Fluency in both oral and written communication in English and Arabic

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- **At least 5 year of responsible relevant experience in development projects, emergency assistance, and/or operational aspects of national, bilateral or multilateral food aid or commercial transactions.**
- Has supported the preparation and management of budgets.
- Has assisted with the monitoring of budgets/resource plans/pipelines/supply chains.
- Has assisted with budget/allotment related issues within the WFP budget system.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Internal Controls & Compliance	Utilizes understanding of risk management approaches and internal controls to monitor projects and programmes to confirm regulatory compliance and ensure data integrity.
Performance Budgeting, Analysis & Reporting	Analyzes budgets and forecasts to support the development of recommendations for senior leadership on financial and business planning matters in accordance with Value for Money principles.
Resource Management	Monitors trends in staffing and resource usage to anticipate and escalate potential issues to programme leaders.
Performance Management	Displays sufficient understanding of WFP performance management system to gather relevant and accurate information from internal and external sources for inputs to monitoring and/or evaluation processes.
Supply Chain and Operations Knowledge	Demonstrates basic understanding of WFP programme, implementation, and supply chain principles (including project modalities & structures).

TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.
- **Female candidates are strongly encouraged to apply.**

HOW TO APPLY

Internal Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=75222&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=75222&company=C0000168410P&username=>

Female applicants and qualified applicants from developing countries are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.