

Job Title: Chief, Financial Management Unit

Requisition ID: **3732**

Grade: **P5**

Country: **Austria**

Duty Station: **Vienna**

Category: **Professional and Higher**

Type of Job Posting: **Internal and External**

Employment Type: **Staff-Full-time**

Appointment Type: **Fixed Term - 100 series**

Indicative Minimum Annual Salary: **148,184 USD**

Application Deadline: **02-May-2024, 11:59 PM (CEST)**

Vacancy Announcement

Female candidates from all Member States are particularly encouraged to apply.

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Divisions/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of Corporate Services and Operations (COR), headed by a Managing Director, is responsible and accountable for the management of UNIDO's human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources, learning and staff development, procurement, information technology and general services to meet the service support needs of the Organization as a whole. Additionally, the Directorate houses the Gender Equality and Empowerment of Women Unit and the Ethics and Accountability Unit as well as oversees their operations. Furthermore, the Directorate provides guidance on personnel security and safety matters and ensures the overall coordination of UNIDO's response in this regard.

Financial Services (COR/FIN) enables the Organization to achieve its business and strategic goals through the provision of financial services, including financial control functions at UNIDO Headquarters and in the Field. Aiming to ensure and maintain the financial integrity of the Organization, it develops, maintains and operates policies, systems and tools to facilitate the effective management of the financial resources at the disposal of the Organization.

The services provided include budgeting, financial control, financial planning, management of both budgetary and extra-budgetary financial resources; cash management and treasury operations; determination, management and reporting of assessed contributions; receipts and disbursements of funds, including payroll operation for Headquarters and Field staff; financial management of technical cooperation services; and accounting and reporting for both budgetary and extra-budgetary activities of the Organization.

Overall, Financial Services collaborates closely with the Strategic Planning and UN Engagement (ODG/SPU) and the Quality, Impact and Accountability (IET/QUA) Divisions in ensuring the solid Result Based Management and Result Based Budgeting approach of the Organization. Furthermore, in close cooperation with the other organizational units, it reviews and implements improvements to the ERP processes and system operations to improve the overall efficiency and effectiveness of the services provided.

In addition, it acts as the focal point for interaction with the external auditors and operates the audit support system. It also liaises with Member States, policymaking organs and other strategic partners on financial matters.

The Financial Management Unit (COR/FIN/FMU) provides financial management, through budgeting, monitoring, control and reporting of regular, operational and extra-budgetary resources as well as providing policy and operational advice on related budgetary issues.

The Chief works under the overall guidance of the Managing Director for COR, the Director of COR/FIN and in close collaboration with the colleagues to achieve the mandate of the Division.

At the P5 level, the incumbent is expected to deliver (a) work that is integral to UNIDO's mandate; (b) in creating an enabling environment which is catalytic, gap-building and opportunistic; (c) in building partnerships and networks to strengthen Programmes; and (d) in achieving results within Cross Programme or Inter-Services teams.

The UNIDO Staff Performance Appraisal and Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

Staff -members are subject to the authority of the Director-General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

Main Responsibilities

Under the direct supervision of the Director, Financial Services, the incumbent is responsible for planning, organizing and directing the work of the Planning and Budget and Financial Management Unit. More specifically, the incumbent will carry out the following main duties:

- Leads the work of the unit, including planning and coordination of work, establishing priorities, setting goals and targets, managing human resources, and providing guidance

and oversight to teams/groups.

- Leads development and update of regulations and rules, administrative instructions, as well as guidance and instructions related to planning and budget.
- Improves and streamlines planning and budget processes and procedures, especially by proposing and designing automation by IT, as well as reviews and improves planning and budgeting tools and templates. Manages UNIDO's budget preparation process.
- Establishes the concepts and capacity for scenario building, benchmarking, and capturing efficiency gains.
- Participates in refinement and practical implementation of UNIDO's full cost recovery approach.
- Leads the work on advancing implementation of results-based budgeting as well as assessing the requirements for implementation of gender based budgeting and potential use of 'value for money' considerations.
- Advances and collaborates in reporting on UNIDO's results and impact, including consideration of alignment of resources to results.
- Manages and strengthens UNIDO's internal allotment release process and internal budget implementation reporting.
- Provides financial information for UNIDO's annual performance reporting (Annual Report) and other corporate publications and analyses.
- Provides planning and budget related advice and guidance to headquarters and field offices. Leads development of planning and budgeting related material for UNIDO intranet, including FAQs, How-to-Guides, Checklists, and training.
- Other assignments, as per instructions from Director, Financial Services.

Core Values and Competencies

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

Managerial and Leadership Competencies

WE ARE STRATEGIC, DECISIVE, PRINCIPLED AND INSPIRATIONAL: As managers, we are strategic and fair in driving our team's performance. As leaders, we are a source of inspiration, stand for norms and standards established in the UN Charter and duty bound to defend these ideals with a principled approach.

WE ARE INCLUSIVE AND ACCOUNTABLE: As managers, we are inclusive in our approach and maintain constructive engagement with all our stakeholders. As leaders, we embrace all personnel

and stakeholders and are accountable mutually within UNIDO, within the system, to beneficiaries and the public and beyond.

WE ARE MULTI-DIMENSIONAL AND TRANSFORMATIONAL: As managers, we go beyond conventional methods to help our organizational units strengthen their own agility and adaptability to change. As leaders in the UN system, we have a vision, which is integrated and engaged across the pillars of Peace and Security, Human Rights and Development.

WE ARE COLLABORATIVE AND CO-CREATIVE: As managers, we foster a team spirit and create meaningful opportunities to hear the voices of those around us, while realizing that only by working together can we accomplish our mission. As leaders, we see the inter-dependency of imperatives of the UN Charter and personally champion a collaborative inter-agency, multi-stakeholders and cross-thinking approach.

Minimum Organizational Requirements

Education

Advanced university degree (Master's or equivalent) in economics, finance, accounting, business administration or other related field is required.

Experience

- A minimum of ten (10) years of relevant professional experience in financial management, including at least 5 years' experience in a supervisory role at the international level is required.
- Experience in results-based budgeting and refinement of budget processes and tools is required.
- Experience in management of extra-budgetary funds and technical co-operation is required.
- Experience in development and deployment of full cost recovery approaches is required.
- Experience in field-based organizations is desirable.

Languages

Fluency in written and spoken English is required. Fluency in or working knowledge of other United Nations language(s), particularly French is desirable.

NOTE: UNIDO professional level applicants are required to have served at least one year in their current position, if applying for a higher-level position. However, the seniority-in-grade requirements for applying for higher level positions, as per paragraphs 18 and 78 of the HRMF, have been waived.

For further information on salaries, refer to the International Civil Service Commission website:
<https://icsc.un.org/>

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System. Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process. Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependents, under the procedures established by the Director General.

Visit the UNIDO careers site for details on how to apply: <https://careers.unido.org/>

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact:

recruitment@unido.org