



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. 361-HRM-I/Deputation/UN/KW-I/162

Dated: August 12, 2022

Circular

Subject: JOB OPPORTUNITY AT UNITED NATIONS-CHIEF OF SERVICE, FINANCE AND BUDGET, NEW YORK

The Office of Programme Planning, Finance and Budget (OPPFB) in the Department of Management Strategy, Policy and Compliance (DMSPC) has published subject titled job opening at UN Careers Portal. The position is located in field Operations Finance Division (FOFD) and duty station is New York.

The desirous candidates may submit expression of interest for the job through proper channel for approval on or before 25.08.2022.

For details, please follow the link below:

<https://careers.un.org/lbw/jobdetail.aspx?id=183534&Lang=en-US>


(Nayab Fatima)
Assistant Director (HRM)

Distribution:

AAO (IT) for uploading on the AGP's website.

Accessibility

Posting Title: Chief of Service (Finance and Budget), D1

Job Code Title: CHIEF OF SERVICE, FINANCE AND BUDGET

Department/Office: Department of Management Strategy, Policy and Compliance Office of Programme Planning, Finance and Budget

Duty Station: NEW YORK

Posting Period: 12 July 2022 - 25 August 2022

Job Opening Number: 22-Finance-DMSPC OPPFB-183534-R-New York (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 Field Operations Finance Division (FOFD), Office of Programme Planning, Finance and Budget (OPPFB) in the Department of Management Strategy, Policy and Compliance (DMSPC). The Chiefs of Service report to the Director.

FOFD supports the Controller in exercising accountability for the financial resources made available by the Member States for peace operations, with a currently approved annual budget in excess of US\$7 billion. The Division is committed to an ongoing change process to ensure the highest effectiveness and efficiency standards in budget preparation and presentation including the mainstreaming of results-based budgeting. The working environment of peace operations is dynamic, and the FOFD team is committed to meeting the corresponding demands. The main partners of the Division are the field operations, the Department of Peace Operations, the Department of Political and Peacebuilding Affairs, the Department of Operational Support and the legislative bodies.

Responsibilities

Formulates and implements the substantive work programme of the Service under his/her supervision. Oversees the management of activities undertaken by the Service, ensures that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Division and Department, and with other organizations of the United Nations System, as appropriate.

- Leads, supervises and carries out the work programme of the Service under his/her responsibility. Co-ordinates the work carried out by different work units under the Service and by other agencies and bodies of the United Nations system; provides strategic direction for the preparation of the Secretary-General's programme budget, budget performance and budget reports for peace operations, the financial statements, for peacekeeping and non-peacekeeping operations, ensuring compliance with the Financial Regulations and Rules (FRR), and International Public Sector Accounting Standards (IPSAS).
- Oversees implementation of IPSAS-compliant accounting, financial and budgetary policies.
- Works closely with managers from field operations and other UN Offices to resolve emerging budgetary, financial, accounting and reporting issues to improve accuracy and consistency of programme budget and budget proposals, performance reports and financial statements.
- Develops and maintains productive working relationships with internal and external auditors. Co-ordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Committee for Programme Coordination, Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.
- Supports the timely preparation of financial statements. Represents the Division and reports to intergovernmental and legislative bodies on all financial issues, as appropriate.
- Reports to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports and represents the Division as appropriate.
- Ensures that the outputs produced by the Service maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Sections under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Assists the Director in preparing the work programme of the Service, determining priorities, and allocating resources for the completion of outputs and their timely delivery. Undertakes or oversees the

Human Resource Management Wing (HRM-I Section)

Date: 3-8-2022

Entry No: 182

programmatic/administrative tasks necessary for the functioning of the Service, including preparation of budgets, reporting on budget/programme performance, evaluation of staff performance (PAS), interviews of candidates for job openings, evaluation of candidates and preparation of inputs for results-based budgeting.

- Recruits staff, taking due account of geographical and gender balance.
- Manages, guides, develops and trains staff under his/her supervision.
- Fosters client-focused approach to problem-solving, and expanded use of information technology tools.
- Leads and supervises the organization of meetings, seminars, etc. on financial and substantive issues. Manages the substantive preparation and organization of such meetings or seminars.
- Participates in international, regional or national meetings and provides programmatic/substantive expertise on financial issues
- May perform other duties as required.

Competencies

PROFESSIONALISM: Demonstrated ability to provide strategic advice and guidance on accounting matters and related policy issues. Proven skills and ability to identify issues, formulate opinions, draw conclusions and recommend solutions. Knowledge of the field of work and policy issues related to accounting and finance in general and of specific areas being supervised. Proven ability to drive for change and improvement in positions held. Knowledge of the substantive field of work in general and of specific areas being supervised, especially the regulatory framework and IT systems for financial matters, and the system of internal controls. 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. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

TEAMWORK: Works collaboratively with colleagues to achieve organizational 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 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.

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 organizational 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.

LEADERSHIP: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

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 Organization; 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.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job - Specific Qualification

Accreditation with an internationally recognized professional accounting body such as Chartered or Certified Public Accountant is desirable.

Work Experience



A minimum of fifteen years of progressively responsible experience in accounting, finance, administration, financial management, budget, business administration, or related field, including five years of experience either in leading the preparation of financial statements or managing budget formulation and financial reporting, for a large Organization, is required.

Experience using SAP or similar enterprise resource planning systems is required.

Experience with policy development applying International Public Sector Accounting Standards or similar accounting standards is desirable.

Audit liaison experience is desirable.

Cost and management accounting experience is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

Assessment

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

Special Notice

The position is financed by the Support Account for Peacekeeping Operations. The appointment and renewal thereof is subject to the availability of the post or funds, budgetary approval or extension of the mandate.

Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

Applicants from troop- and police-contributing countries who are found most suitable and recommended for selection will be given due consideration for positions in a peacekeeping operation or Headquarters support account funded positions taking into account their contribution to United Nations peacekeeping, in accordance with General Assembly resolutions 66/265 and 67/287. For the latest list of troop- and police-contributing countries, visit the following website: <https://peacekeeping.un.org/en/troop-and-police-contributors>.

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

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. 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.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.

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