



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



63

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

Apply Now

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



