

Making a Lasting Difference for Children

The UNITED NATIONS CHILDREN FUND (UNICEF) Regional Office for Latin America and the Caribbean is seeking a Senior Budget Assistant

Major Responsibilities: Under general supervision of the Regional Chief of Operations, performs a variety of specialized tasks of the analysis, preparation, monitoring, guidance and control of the budget, involving several different sources of funds and several programmes for the Country Offices of the Latin America, the Caribbean Region and the Regional Office. Performs oversight functions to the Country Offices in the preparation of audit process, as well as in monitoring CO management performance.

Profile of ideal candidate:

- Completion of secondary education, supplemented by technical or university studies in budget/accounting related areas. Additional progressive formal or “on the job” training is highly desired. Training in financial management and accounting principles.
- Six or more years experience in budget or financial related work.
- Fluency in Spanish and working knowledge of English is an asset.
- Strong skills and experience in drafting, oral and written communications.
- Knowledge and experience with computer system applications including internet navigation.
- Good analytical skills. Ability to work independently, with minimum supervision.
- Experience in UN/UNICEF operational procedures and regulations are an asset.

Competencies: Good judgment, initiative, Good knowledge of the organization’s current computer management applications. WP for Windows, Lotus Notes, GFSS, Spreadsheet etc.

Highly responsible individual with the following UNICEF competencies:

Foundational: Commitment, Drive for Results, Embracing Diversity, Integrity, Self-Awareness and Self-Regulation, Teamwork

Functional: Communication, Tact, Technical Knowledge, Managing Stress, Managing Resources, Analytical and Conceptual Thinking, Judgment

How to apply:

Please send your application letter under **Ref: Vacancy Notice #TAC-09-016 Senior Budget Assistant**. Complete application form by accessing the following web address:

http://www.unicef.org/lac/contact_3343.htm

Closing Date: 13th November, 2009.

Please note that applications will be considered only if accompanied by an updated CV and the application form on InfoPath format found on the UNICEF website stated above, for the application to be valid. Internal candidates need to submit their two most recent PER/Personnel Evaluations (mandatory for UNICEF & UN candidates).

We will only acknowledge or contact short-listed candidates.

UNICEF is a smoke-free environment. UNICEF welcomes applications from qualified women. Candidates will be treated regardless of religion, social status, age and HIV status.