International Civil Aviation Organization
Vacancy Notice

**Position Information**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Head, Regular Programme (RP) Budget Unit</th>
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<tbody>
<tr>
<td>Level:</td>
<td>P-4</td>
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<td>Duty Station:</td>
<td>Montreal</td>
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**Vacancy Notice:** 2020/02/P 111389

**Posting Period:** 23 January 2020 – 23 February 2020

**Date for entry on duty:** As soon as possible

**Special Notice:**

The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “Achieve gender equality and empower all women and girls.”

Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.

**Organizational Setting**

The Financial Services Section (FSV) is responsible for the development and co-ordination of the draft programme budget of the ICAO Regular Programme leading to the issuance of the programme budget document and involving in particular the assessment of the financial implications of new programmes; the exercise of expenditure control against the approved budget and the allotment and progressive reporting on the use of budget funds; the operation of a payroll system for the entire staff of the Organization, embracing the calculation, verification and balancing of payment of salaries, allowances, language supplements, various grants and subsidies, deductions for staff assessment, pension contribution, health and life insurance and other benefits; the reconciliation of payroll payments to staff in various countries made in different currencies with over-all control accounts; the preparation of financial reports and papers when required by the Finance Committee and the Council.

The Budget Unit is responsible for the development of the Draft Programme Budget and other budget proposals and the management of approved budget, including allotment and expenditure controls. In addition, the Budget Unit is also responsible for the management and expenditure control of certain extra-budgetary funds.

The incumbent manages the Budget Unit and reports directly to the Chief of Financial Services Section, with whom s/he consults on complex technical issues. Supervisory responsibilities include technical supervision, delegation of duties, decisions on priorities, performance evaluation as well as coaching and training as necessary.

**Major Duties and Responsibilities**

**Function 1 (incl. Expected results)**

Leads work on the preparation of the budget and financial plans, achieving results such as:

- Prepare the draft triennial budget estimates and other budget proposals for extra-budgetary resources together with related documentation and supporting data for consideration by the legislative bodies.
- Ensure that all data and information required for preparation of the budget estimates are received promptly from various bureaux, branches and offices.
- Examine, verify, analyze and classify the data and information received.
- Cost the Organization’s Business Plan if required.
- Coordinate and advise on the preparation of budgets/financial plans with senior managers and consolidate all proposals, ensuring justifications and explanations are valid, proposing alternatives and coordinating mid-year reviews as necessary.
- Provide substantive support to bureaus/offices in their budget reviews and in their applications for third party funding opportunities. Review relevant documents and applications to third-party funding including the identification of any problems/issues to be addressed and prepare recommendations.
Function 2 (incl. Expected results)

Administers the budget and monitors the utilization of funds, achieving results such as:
- Manage and monitor budget implementation and recommends reallocation of funds as necessary. Maintain liaison with allotment holders (Directors/Chiefs).
- Supervise the preparation of monthly budgetary reports and year-end statement on the status of appropriations, including any relevant Note to the Financial Statements to ensure their conformity to financial regulations, rule and procedures.
- Ensure that all changes to appropriations, allotments, year-end closing entries and required financial implications are prepared in a timely manner.
- Assess staffing and other expenditure requests and make recommendations on availability of funds.
- Evaluate the implementation of the financial plans for each bureau/office and investigate major deviations suggesting corrective actions.
- Participate in meetings on matters related to resource requirements and other budgetary issues
- Administer and monitor extra-budgetary resources including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Provide financial input/comments on budgetary matters on agreements/contracts to be signed with third party.

Function 3 (incl. Expected results)

Manages the quality control in the areas of budget/financial management including the continuous improvement of budget-related procedures, systems/tools, achieving results such as:
- Provide substantive input in the development, implementation and maintenance of an effective results-based budget and systems for expenditure control.
- Regularly review current practices, formulate recommendations, including changes/modifications in procedures and systems in order to maintain the efficient functioning of the Budget Unit.
- Participate in the preparation and/or revision of results-based management tools and mechanisms, including the annual work planning process.
- Plan and initiate system modifications and coordinate with the IT section on necessary changes to the ERP modules related to the budget (Planner and Budget Checking).
- Provide budgetary advice and guidance including conformity with the International Public Sector Accounting Standards (IPSAS).

Function 4 (incl. Expected results)

Plans, supervises, and manages the work and staff of the Budget Unit, achieving results such as:
- Plan, coordinate and manage the work of the Budget Unit.
- Develop and maintain the configuration, structure and coding of the budgetary accounts in Agresso.
- Supervise staff members within the Unit.
- Prepare replies to internal and external audit observations on budgetary matters.
- Draft working papers and reports.
- Attend relevant Finance Committee, Council and Assembly meetings.
- Participate as section representative in meeting and committees as alternate for the Chief of Financial Services Section.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential
A first-level university degree (e.g. Bachelor’s degree) in Finance/Accounting/Business Administration or a related field.

Desirable
A professional accounting designation (e.g. CA, CPA, CGA, CMA or equivalent).
Professional experience

Essential
- A minimum of ten (10) years of progressively responsible professional experience in the preparation, review and management of budgets and in finance, preferably in UN system/international organizations. Experience with UN system/international organizations’ policies and procedures such as financial regulations, rules and practices for financial management and budgetary controls.
- Experience working with financial systems/finance modules of an enterprise resource planning (ERP) system.

Desirable
- Experience with International Public Sector Accounting Standards (IPSAS).
- Experience in planning, coordinating and managing the work of a finance team.
- Experience with financial operations management and in working with different currencies.

Languages

Essential
Fluent reading, writing and speaking abilities in English.

Desirable
A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian, Spanish).

Competencies

Professionalism: Ability to apply conceptual, analytical and evaluative skills in budget management; extensive knowledge in UN system organizations, particularly in the field of budgetary and expenditure control; knowledge of the application of the financial regulations and rules in UN system organizations; knowledge of applying IPSAS. 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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.
CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a fixed-term basis for an initial period of three years (first year is probationary for an external candidate).

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization within the duty station.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).

ICAO offers an attractive benefit package to its employees in accordance with the policies of the International Civil Service Commission (ICSC).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

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<tr>
<th>Remuneration:</th>
<th>Level P-4</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>+</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>USD $73,516</td>
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<td>USD 28,598</td>
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(*) Post Adjustment is subject to change.

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO’s e-Recruitment website at: ICAO Careers website.

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.