



August 2024

Title: Junior Professional Officer – **Finance Officer**
Bureau/Dept/Unit: GS / FRMD / EFCU
Supervision: Jude Mariani / Head, Extrabudgetary Funds Control Unit
Duration: 2 years (with option for renewal)
Location: ITU Headquarter – Geneva, Switzerland
Grade: **P2**

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

The JPO would be based in ITU HQ in Geneva, Switzerland, an international and exciting city that host more than 190 international organizations. Geneva host more than two thirds of all UN activities and

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is visited by nearly 3000 heads of states or similar officials every year. It is a great opportunity to be based at the heart of the diplomatic world, and meet people from across the globe.

A. Organizational Unit:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

Within the General Secretariat, the Financial Resources Management Department (FRMD) advises the Secretary General on financial resources management, accounting issues and procurement. It manages ITU's financial resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It also ensures sound and balanced financial management of the Union; provides support and strategic advice on financial, budgetary and procurement matters, with a goal to strengthen ITU's financial system.

B. Organizational context:

The position reports to the Head, Extrabudgetary Funds Control Unit and provides financial technical support to the team in the management of extrabudgetary funds.

C. Duties, responsibilities and key results expected: *(will be evaluated by Classification Officer)*

Under the supervision of the Head, Extrabudgetary Funds Control Unit, the Junior Professional Officer:

1. Monitors extrabudgetary resources to ensure that expenditure remains within authorized levels.
2. Prepares accurate, complete and timely financial reports for the review of the Head of the Unit before submission to the funding entities in accordance with rules and donor reporting requirements.
3. Certifies commitments and expenditure requests and monitors implementation to ensure that they remain within authorized levels and in line with donor agreements; analyses variances between approved budgets and actual expenditures.
4. Proposes improvements to the financial system required so that relevant data can be extracted for financial reporting.
5. Ensures compliance with financial internal controls, monitors transactions and ensure they are processed and assets managed in accordance with ITU Financial Rules and Regulations.
6. Provides guidance to project managers on procedures, Financial Rules and Regulations and use of automated extrabudgetary reports.
7. Populates and manages an internal website on rules and guidance regarding the management of extrabudgetary funds in ITU.
8. Prepares Power BI financial reports.
9. Drafts guidelines and standard operating procedures.

D. Work relations and contact

The incumbent will work closely with colleagues in the team, colleagues from Accounts Division, Procurement, Regional Offices, Programme Managers across ITU, IS Department and Internal Auditors. Externally the incumbent will liaise with External Auditors, donors or counterparts from other UN agencies regarding their reporting requirements.

E. Competencies

Core Competencies: Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

Essential Functional Competencies: Analysis, Judgement and Decision Making ☒; Client and Service Orientation ☒; Innovation and Facilitating Change ☒; Leadership ☐; Networking and Building Partnerships ☐; Planning and Organising ☒; Successful Management ☐

Essential Technical Competencies

Power BI reports, Excel, SharePoint, proficient in use of ChatGPT

F. Qualifications required

1. Education:

University degree in finance, accounting, business administration, management OR or a related field.

2. Work experience:

At least three years of progressively responsible experience in the field of the post. Previous experience in accounting, project management, finance or financial management, business intelligence or data analyst.

3. Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

G. Training and Learning Elements:

The candidate will acquire excellent knowledge and experience of:

- Financial management
- Extrabudgetary accounting
- SAP ERP

Learning will be structured and will take place through participation in ITU meetings and/or workshops, by studying ITU reports, surveys, studies or activities related processes, by mentoring/coaching/on-the-job training

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

- On-the-job training
- UN training
- Online training

H. Additional information regarding the post

The Unit will undergo a transformation starting in 2024 as part of the ITU financial transformation plan. The main goal will be to move to automated financial reporting systems and to prepare guidelines and procedures.