Terms of Reference

Title: Program Budget Specialist (P-3/NOC)
Duty Station: Amman, Jordan with travel to Yemen
Expected cost: $79,954 for 6 month TA (est. $13,150/mo)
Proposed timeline: 1 December 2026-30 May 2027
Reporting line manager: Deputy Representative Programmes

Overview

The Yemen Country Office is in a period of transition, following a sharp reduction in resources due to declining funding and a restructuring which establishes a new country office in Aden. As a part of the transition, the existing team based in Amman, Jordan and Sanaa, Yemen is being phased out in favor of a new team to be led by a NOB, reporting to the Deputy Representative-Programmes in 2027.

This transition comes at a time of increased risk to contribution spend due to the changing nature of the operational space in Yemen. Areas previously included in programs have fallen into conflict, and additional efforts are needed to monitor that resources are spent in a way that aligns with donor conditionalities. The YCO's donor portfolio leans heavily on more restrictive donors, such as the World Bank, KFW/Germany and ECHO- this comprises the majority of the budget contributions for the office.

To support the office in the transition to a new team while ensuring that key transactions and internal controls are maintained for budgets, the YCO is seeking an experienced and dynamic P3 Budget Specialist for a period of 6 months, beginning December 2026.

Purpose for the job: Under the general guidance of the Deputy Representative, Deputy Representative Operations and the Partnerships Manager, the Budget Specialist will develop and implement a transition and capacity support plan while ensuring essential budget tasks in support of the preparation, planning, monitoring, and control of the budget involving multiple sources of funds.

Key function, accountabilities and related duties/tasks

The Programme Budget Specialist builds collaborative working relationships with staff within the country office and engages them, assisted by the Senior Budget Associate in Sanaa and Budget Associate in Amman. S/he will work closely with the Deputy Representative, Partnerships Manager and Chief of PMR to ensure a smooth transition of budget functions from the outgoing team and the new team while supporting in the day-to-day delivery of key budget tasks:

Result 1: Lead transition of the Budget Team from the current structure to a new structure fully based in Yemen

To facilitate the transition of the team, the Budget Specialist will be responsible in drafting a transition plan to support capturing the knowledge/lessons learned of the exiting team, the onboarding and training of the new team, ensuring that key accountabilities are met during the period of transition. Key activities include:

- In collaboration with the Partnerships Manager and Chief of PMR, develop a transition plan, including the identification of key areas of accountability and focal points (Month 1)
- Review existing budget tools and SOPs to ensure systems are in place to align with new budget team capacity.
- Support the onboarding of new staff, including on-the-job training and task sharing. Support in the building of budget capacity of the new program associates may be required as well.
- Provide a 1-2 pager on areas of development to guide the Deputy Representative-Programmes and others in the capacity building of the budget team and related functions (e.g., program associates, program managers, etc.).

Result 2: Provide additional support to the Budget Team in management of key budget tasks

Currently, the budget team comprises of two GS staff (one based in Sanaa, one in Amman) while the new NOB is recruited as lead of the new team in Aden. The Budget Specialist will provide additional support as needed to the GS staff and the new Budget Team in the delivery of key budget activities:

1. Providing technical guidance on contribution management for grants received by the country office, and ensure appropriate allocation, utilization and reporting of mobilized resources in close coordination with management, programme managers, RO, DFAM and other relevant offices.
2. Support and guide sections with Change of Funding Source (CFS) requests, review transactions and eligibility of grants involved before submission to Finance and ensure constant follow up on the timely approval from DFAM and donor (if required), to ensure optimal funds utilization at least 1 month before financial closure date.
3. Review donor budget proposals in collaboration with Partnerships colleagues to ensure that budget cost categories and approved ceilings will be maintained based on UNICEF financial system and donor conditions.
4. Support with key budget transactions (allocations, CDs, etc) when necessary.

Impact of Results

Office resources continue to be optimized for sustainable results during a period of transition.

UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities)

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Recruitment qualifications:

Education	Advance university degree in Accounting, Finance or Business Administration or equivalent or any other comparable recognized professional qualification
Experience:	- Five (5) years of progressive experience in budget management, preferably in an international organization/country office. - Experience using SAP/VISION and UNICEF budget planning tools required (Fiori, EZPlan). - Experience in UNICEF end year accounts closure required. - Advanced knowledge of Microsoft Office, especially Excel required. - Experience in managing a team required - Experience in operating in emergency or operationally unstable contexts preferred.

	- Experience with budget oversight on UNICEF Yemen donors – World Bank, Gavi, KFW- highly preferred.
Language requirements:	Fluency in English is required. Knowledge of Arabic is an asset.
Technical knowledge:	**Specific Technical Knowledge Required** - Results-based approach and programming in UNICEF. - Financial parts of UNICEF programme policy, procedures and guidelines. - UNICEF budgetary tools, including SAP/Vision, Fiori, and EZPlan. - UN common approaches to financial issues and UNICEF positions **Common Technical Knowledge Required** - Methodology of financial programme/project management - UNICEF programmatic goals, visions, positions, policies and strategies. - UNICEF financial strategies and approaches, as related to emergency programme policies and goals,