Job Classification

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Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	NO (National Officers)	Country:	Somalia
Reason for Classification:	Establishment of a new post	Duty Station:	Mogadishu
Level:	NOC	Office:	Somalia Country Office
Title:	Budget Specialist	Section:	Operations
Title Information in Parenthesis:		Unit:	Operations
CCOG Code:	1A01c	Case Number:	
UNICEF Code:	FIN	Post Number:	133825
Classified by:	Natalia Paquin	Classified Date:	11/19/2026

Organizational Context:

The UNICEF Somalia Country Office operates in a fragile and conflict-affected environment characterized by protracted humanitarian needs, climate-related shocks, displacement, access and security constraints, and rapidly changing programme priorities. The Country Office manages a large and complex portfolio of humanitarian and development programmes funded through multiple regular, thematic and donor-specific resources. Programme delivery is implemented through several sections and field offices and requires timely, coordinated, and forward-looking budget management.

In this context, effective budget planning, monitoring, forecasting, and affordability analysis are critical to maintaining programme continuity, optimizing the use of available resources, anticipating funding and utilization risks, and enabling timely management decisions.

The Budget Specialist reports to the Deputy Representative, Programmes and will have a dotted reporting line to the Operations Manager (Admin & Finance) to support in the areas of ensuring compliance with financial regulations, oversight of expenditure analysis, support to audit preparedness and financial reporting. The Budget Specialist works closely with programme sections, field offices, Planning, Resource Mobilization and Partnerships, Human Resources, Supply, Operations, and the Budget Desk and Finance function, as appropriate.

Job organizational context:
This position is part of the Coordination Section in the UNICEF Somalia Country Office, based in Mogadishu. The position reports to the Deputy Representative, Programmes (P-5), with a dotted reporting line to the Operations Manager (Admin & Finance) (P-4) for coordination on compliance, expenditure analysis, audit readiness, and financial-reporting inputs.

Purpose of the Job:

Under the general guidance and direction of the Deputy Representative, Programmes, the Budget Specialist provides technical leadership and analytical support for the planning, monitoring, forecasting, and optimization of the Country Office programme budget.

The position supports the alignment of programme priorities, staffing requirements, cross-sectoral needs, and operational cost requirements with available and expected resources. A central responsibility is to conduct affordability analyses and predictive budget analyses that identify emerging funding pressures, utilization risks, potential shortfalls, and opportunities for corrective action.

The Budget Specialist develops and maintains budget monitoring and forecasting mechanisms, analyses utilization and variance trends, prepares scenarios and management reports, and provides early warning and decision options to senior management and budget owners. The position also supports the budget components of workplans, programme reviews, proposals, grants and resource allocation or reallocation exercises.

The Budget Specialist may use validated financial and programme data for budget analysis and may coordinate with Finance or the Donor Relations Unit to clarify source data, without assuming financial authority or transactional responsibilities.

Key functions, accountabilities and related duties/tasks:

Key functions, accountabilities, and related duties/tasks

Summary of key functions and accountabilities
1, Budget planning, preparation, and strategic alignment
2. Affordability analysis and resource sustainability
3. Predictive budget analysis, forecasting, and early warning
4. Budget monitoring, utilization, and variance analysis
5. Programme, grant and donor-budget alignment.
6. Budget reporting, management advice, and coordination
7. Budget systems, capacity development, and knowledge management

1. Budget planning, preparation, and strategic alignment
- Provide technical support for the preparation, consolidation, and periodic review of the Country Office programme budget, including annual and multi-year budgets, workplans, management plans, humanitarian response requirements, and programme review exercises.
- Work with programme sections and field offices to translate planned results, activities, delivery modalities, staffing assumptions, and implementation schedules into realistic, coherent, and adequately costed budgets.
- Review budget submissions for completeness, consistency, reasonableness of assumptions, appropriate phasing and alignment with approved programme priorities, funding ceilings, and expected implementation capacity.
- Support the development and application of standard costing assumptions, planning parameters, budget templates and review criteria across programme sections and field offices.
- Consolidate budget requirements across programmes, locations, and funding sources to provide an integrated Country Office view of planned resource needs.
- Support management in prioritizing competing budget requirements and identifying options to align planned activities with available and expected resources.
- Contribute budget analysis to Country Programme planning, annual and mid-year reviews, management reviews, humanitarian planning, Programme Budget Review, and other strategic planning processes.
- Coordinate with the Budget Desk, Finance, and relevant technical functions to ensure that budget planning assumptions are informed by reliable source data and applicable corporate guidance, while maintaining the non-financial scope of the position.
- Ensure budget planning is aligned with the Country Programme Document, Country Programme Management Plan, annual workplans, humanitarian action plans and approved office priorities, as applicable.
- Integrate programme effectiveness, cross-sectoral, field-office and operational support requirements into budget planning to provide a complete view of resource needs.

2. Affordability analysis and resource sustainability

- Lead affordability analysis to assess whether proposed programmes, staffing structures, organizational changes, cross-sectoral initiatives, and operational support costs can be sustained within available and reasonably expected resources.
- Develop integrated affordability models covering programme requirements, staffing costs, cross-sectoral costs, programme effectiveness costs, field-office requirements, and other relevant budget components.
- Assess affordability over annual and multi-year periods, considering confirmed resources, probable funding, funding gaps, grant duration, cost escalation, implementation capacity, and anticipated changes in programme priorities.
- Evaluate the recurrent and longer-term budget implications of new proposals, organizational changes, staffing decisions, and programme expansions before commitments are made.
- Distinguish between funded, partially funded, unfunded and potentially unsustainable requirements and clearly communicate the assumptions and level of uncertainty underlying each analysis.
- Develop alternative affordability scenarios, including base, reduced-resource, delayed-funding, and accelerated-delivery scenarios, and identify the programme and organizational implications of each option.
- Identify cost pressures, structural funding gaps, unfunded recurring costs, reliance on short-term funding and other factors that may affect programme continuity or organizational sustainability.
- Recommend practical options to address affordability constraints, including phased implementation, reprioritization, redesign, resource reallocation, cost-sharing, adjustment of delivery timelines and identification of additional resource requirements.
- Maintain an updated Country Office affordability outlook and provide periodic analysis to senior management to inform strategic resource and programme decisions.
- Support affordability analysis for Programme Budget Review and other office structure or workforce-planning exercises.
- Assess the affordability and funding coverage of staffing structures, temporary appointments, consultancies, and other recurring workforce costs in coordination with Human Resources and authorized budget owners.
- Set up costing methodology to inform fair and transparent cost-sharing assumptions for common, cross-sectoral, and programme-effectiveness costs, and flag structural underfunding or inequitable allocation risks.

3. Predictive budget analysis, forecasting, and early warning
- Develop and maintain rolling budget forecasts for programmes, grants, sections, field offices and major cross-sectoral requirements using historical trends, implementation plans, pipeline information, and updated programme assumptions.
- Analyze historical utilization patterns, burn rates, expenditure seasonality, implementation lags, outstanding commitments, and programme delivery timelines to forecast budget utilization.
- Compare forecasted utilization with available budgets, grant expiry dates, planned results, and implementation milestones to identify emerging risks before they affect programme delivery.
- Design and maintain predictive indicators, risk thresholds and early-warning mechanisms for potential underutilization, over-programming, budget shortfalls, delayed implementation, expiring grants, unfunded activities and misalignment between resources and planned results.
- Conduct scenario and sensitivity analyses to assess the budget implications of changes in funding, implementation pace, programme scope, delivery modalities, staffing assumptions, operational costs, or emergency requirements.
- Apply trend and variance analysis to identify recurrent patterns and explain the underlying budget drivers, rather than relying solely on historical utilization rates.
- Produce forward-looking projections showing expected year-end utilization, potential balances, funding gaps, and timing risks, together with recommended management actions.
- Maintain a budget risk register or equivalent mechanism that records material budget risks, assumptions, triggers, potential impact, mitigating actions, responsible units, and follow-up status.

- Provide timely alerts to the Deputy Representative, Programmes, senior management, and relevant budget owners when forecasts indicate material deviation from approved plans or emerging affordability concerns.
- Periodically assess forecast accuracy and refine assumptions, models and thresholds based on actual results and lessons learned.

4. Budget monitoring, utilization, and variance analysis
- Monitor budget allocations, commitments, utilization and forecasted utilization across sections, outputs, grants, field offices, and funding sources using validated corporate data.
- Prepare regular budget performance analysis comparing approved budgets, current allocations, commitments, actual utilization, implementation progress, and updated forecasts.
- Analyze material variances between planned and actual utilization and work with budget owners to determine the reasons, programme implications and required corrective actions.
- Monitor grant balances and expiry timelines and identify grants at risk of low utilization, delayed implementation, or insufficient time to complete planned activities.
- Track budget utilization against implementation milestones and programme results to assess whether the pace of resource use is aligned with planned delivery.
- Analyze aging commitments, pipeline projections, and implementation schedules for their effect on forecasted utilization, without processing, approving, or clearing the underlying transactions.
- Support sections and field offices in developing realistic catch-up plans or revised budget forecasts where implementation is behind schedule.
- Provide analytical support for allocation and reallocation decisions by identifying available budget space, projected requirements, utilization risks, and implications for programme results.
- Recommend budget reallocations or other corrective options for approval by the authorized budget owners and management. The position does not approve, process or financially clear reallocations.
- Maintain consolidated budget monitoring tools and dashboards that provide management with timely, consistent, and decision-oriented information.
- Advise budget owners on the appropriate use of grants for payroll and personnel costs, taking account of funding conditions, grant validity, cost eligibility, and approved cost-distribution arrangements.
- Support forward planning for staff costs by monitoring the adequacy and duration of funding for established posts and temporary appointments, and by providing timely analysis for authorized payroll and cost-distribution processes.
- Maintain a consolidated analysis of personnel-cost funding requirements, projected gaps, grant expiry exposure, and required management action, without processing or approving payroll transactions.

5. Programme, grant, and donor-budget alignment
- Support programme sections in aligning grant budgets and funding allocations with approved programme results, workplans, donor conditions, implementation schedules, and Country Programme priorities.
- Review the budget components of funding proposals, programme plans and revisions for internal consistency, realistic costing, appropriate phasing, and alignment with expected results.
- Conduct funding-gap analysis by programme outcome, output, section, field office, strategic priority, or other relevant management dimension.
- Map available and expected resources against programme requirements to identify duplication, concentration of funding, uncovered priorities and opportunities for more strategic resource allocation.
- Monitor the budget implications of donor conditions, earmarking, grant duration, cost eligibility and implementation timelines and alert programme teams to potential constraints.
- Support sections in preparing budget revisions, rephasing proposals, and reallocation options, subject to approval and processing by the duly authorized functions.

- Provide budget information and analysis for donor reports, management responses, resource mobilization materials, and emergency reports, while excluding the preparation or certification of financial statements or financial reports.
- Coordinate with the Donor Relations Unit to provide evidence-based budget gaps and funding-trend analysis that can inform resource mobilization priorities.
- Provide budget analysis and validated source information to support donor financial reporting, and review consistency between programme budget information, corporate system reports, and donor templates. Certification and submission of financial reports remain with the duly authorized finance function.
- Support a coherent approach to cross-sectoral and shared programme costs by analyzing requirements, identifying appropriate budget coverage options, and monitoring affordability across participating sections.
- Maintain appropriate analytical records of approved budget assumptions, allocation decisions, forecast changes, and management actions to support transparency and institutional memory.

6. Budget reporting, management advice, and coordination
- Prepare periodic and ad hoc budget performance reports, dashboards, forecasts, affordability analyses and decision briefs for the Country Management Team, senior management, programme sections, and other authorized stakeholders.
- Present complex budget information in a clear, concise, and decision-oriented manner, highlighting significant trends, risks, assumptions, trade-offs, and recommended actions.
- Develop key budget performance indicators and management views covering utilization, forecast accuracy, funding gaps, affordability, expiring grants, budget concentration, and other relevant risks.
- Provide analytical advice to the Deputy Representative, Programmes, and senior management on the budget implications of programme choices, emerging emergencies, funding changes, and implementation constraints.
- Facilitate regular budget review meetings with programme sections and field offices and maintain follow-up mechanisms for agreed actions.
- Coordinate with Planning, Human Resources, Supply, Operations, Resource Mobilization and Partnerships, the Budget Desk and Finance to obtain relevant planning inputs and ensure consistency in budget assumptions.
- Clarify budget data issues with the appropriate data owner and transparently document significant limitations, assumptions, or differences in source data.
- Support programme and management review processes by providing consolidated budget positions, projections, affordability assessments, and scenario options.
- Promote timely escalation of material budget risks and support management in monitoring the implementation of agreed corrective actions.
- Ensure that budget reports and analytical products protect confidential information and are shared only with authorized stakeholders.
- Maintain a management action log documenting key budget decisions, accountable owners, deadlines and closure evidence arising from Country Management Team and budget-review discussions.
- Develop concise executive summaries that distinguish facts, assumptions, risks, decision points, and recommended actions.

7. Budget systems, capacity development, and knowledge management
- Provide technical guidance to programme sections, field offices and budget owners on budget preparation, monitoring, forecasting, utilization analysis, affordability assessment, and interpretation of budget information.
- Develop and deliver training, coaching and practical guidance on budget management, corporate budget reports, forecasting methods, scenario analysis and effective use of budget dashboards and analytical tools.
- Promote consistent budget planning and monitoring practices across sections and field offices through standardized templates, calendars, methodologies, and quality-review processes.
- Support staff in using relevant UNICEF corporate systems and reporting platforms for budget monitoring and analysis, within the access and authority assigned to the

	position. - Develop automated or semi-automated analytical tools and dashboards, where appropriate, to improve timeliness, accuracy, and accessibility of budget information. - Document budget methodologies, assumptions, definitions, data sources, controls, and reporting processes to strengthen continuity and institutional knowledge. - Capture lessons learned and good practices from budget reviews, emergency responses, affordability exercises, and forecast-performance assessments and incorporate them into improved processes. - Maintain organized records of budget analyses, management decisions, scenario assumptions, forecasts, and follow-up actions in accordance with applicable information-management requirements. - Contribute to communities of practice and exchange knowledge with the Regional Office, headquarters and other Country Offices on budget analysis, affordability, and predictive monitoring.
Impact of Results:	The effective performance of the Budget Specialist strengthens the Country Office's ability to plan and use resources strategically, align budgets with programme priorities and respond to changing humanitarian and development needs. High-quality affordability and predictive analysis enable management to anticipate funding gaps, utilization risks, cost pressures, and sustainability concerns before they significantly affect programme delivery. Timely forecasts, scenarios and early-warning information support evidence-based decisions on prioritization, phasing, resource allocation, and corrective action. Accurate and forward-looking budget monitoring improves utilization, reduces the risk of avoidable grant balances or unfunded commitments, and strengthens alignment between resources, implementation plans, and results for children. Clear budget guidance and strengthened staff capacity promote consistent and accountable budget management across programme sections and field offices. The position contributes to organizational effectiveness and programme continuity through superior budget analysis and advice, while preserving a clear segregation between budget-management support and the financial, transactional, assurance and control responsibilities assigned to other functions.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability Core Competencies: 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 requirement: An advanced university degree in economics, public finance, business administration, public administration, statistics, data analytics, development studies, programme management, financial management, or another relevant technical field is required. Professional training or certification in budgeting, data analytics, forecasting, project management, results-based management, or risk management is considered an asset.

	A professional accounting qualification is not required, as the position does not perform accounting, financial-control, or financial-transaction functions. Experience required: A minimum of five years of progressively responsible professional experience in programme budgeting, budget planning, budget monitoring, resource planning, programme management, grant-budget management, forecasting, data analytics, or a related field is required. Demonstrated experience conducting affordability, cost-sustainability, funding-gap, or multi-year resource analyses is required. Demonstrated experience in budget forecasting, variance analysis, burn-rate analysis, scenario modelling, and preparation of management decision-support products is required. Experience developing and maintaining budget dashboards, analytical models, early-warning mechanisms, or management information tools is required. Experience supporting complex donor-funded, multi-sectoral or multi-year programmes is required. Experience working in an emergency, humanitarian, fragile or conflict-affected context is considered an asset. Experience supporting multiple field offices or geographically dispersed programme teams is considered an asset. Experience in a UN organization, UNICEF, another international organization, or an international non-governmental organization is considered an asset. Experience with UNICEF corporate budget and reporting systems, including SAP-based ERP systems, VISION, Insight or equivalent enterprise platforms is considered an asset. Experience applying Results-Based Management principles to programme and budget planning is considered an asset. Experience in predictive analytics, statistical modelling, data visualization, Power BI, or comparable business-intelligence tools is considered an asset. Demonstrated ability to communicate complex analytical findings to senior management and non-technical stakeholders is required. Language requirements: Fluency in English is required. Fluency in Somali is considered a strong asset. Knowledge of another official United Nations language (Arabic, Chinese, French, Russian or Spanish) is considered an asset.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	

Recruitment Qualifications:

Attachments:
Budget Specialist NOC 133825 Mogadishu - signed specific JD request - 18 Nov 2026.pdf
JD Budget Specialist NO3 # - 133825 Mogadishu Somalia .docx
Org Charts for Dep Rep Programmes Office - 13 Nov 2026.docx

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