



Job Description

Administrative and Budget Officer(P3) - (2018/0268 (187378))

Organization MTGS-Administrative Support Unit

Primary Location Austria-Lower Austria-Seibersdorf-IAEA Laboratories in Seibersdorf

Posting Date 2018-04-17, 5:46:09 PM

Closing Date 2018-06-01, 11:59:00 PM

Duration in Months: 36

Contract Type: Fixed Term - Regular

Probation Period: 1 Year

Organizational Setting

The Department of Management (MT) provides a 'platform of services' that serves as a foundation for the successful delivery of the IAEA's scientific and technical programmes. Its mission statement is as follows: "MT is a partner and a business enabler that champions change and efficiency, leveraging a common purpose". Thus, among other support activities, it assists a scientific manager in recruiting the right expert, helps a technical officer coordinate the purchase of radiation equipment, and ensures that all Board documents are translated and distributed on a timely basis to Member States.

The Department of Management's Division of General Services (MTGS) provides support functions to the IAEA through its five Sections, namely the Archives and Records Section (ARMS), the Commissary Management Section (CMS), the Facilities Management Section (FMS), the Transport and General Support Section (TGSS), and the Seibersdorf Complex Management Section (SCMS).

Among the five Sections, the Seibersdorf Complex Management Section (SCMS) provides site operation technical and administrative services to the work of the IAEA's laboratories. SCMS services include facilities, technical, engineering, property and transport management, and site security through its management of the Seibersdorf Protective Force (SPF). The Section has a diverse complement of 35 staff, including technicians, drivers, procurement assistants and IT support. The armed SPF provides around-the-clock security for the site.

Main Purpose

Reporting to the Head, Seibersdorf Complex Management Section, the Administrative and Budget Officer participates in development of budgetary requirements for shared budget (MOSC), keeps track of budget expenditures, advises on funds availability, monitors budget implementation and reports on budget performance through annual and quarterly reports. The Administrative and Budget Officer also provides essential support in administration of procurement and contracts management.

Role

The Administrative and Budget Officer is: (1) an analyst, gathering information from stakeholders (SGAS, NA, MTBF, MTPS and AIPS) on related business needs and translating them into technical requirements; (2) a technical specialist in budgeting and finance, procurement policies, staff planning and managing contracts; (3) a focal point, working closely with the relevant staff of the Unit/Section/Division/Department on various administrative support activities such as invoicing accuracy and terms of payment, vendor performance, establishment and amendments of contracts.

Functions / Key Results Expected

- Supports and advises the Section Head in managing the MOSC's financial and staffing resources, including reviewing programme and budget performance, preparing the budget proposals, developing recommendations, assessments and reports for consideration by the stakeholders. Coordinates and collaborates with MOSC Project Managers on forecasting and preparedness of the biennial budget of MOSC operating and maintenance expenditures and other financial needs. Prepares the required justifications, explanations and proposes alternatives.
- Monitors and evaluates the implementation of MOSC funds through ORACLE OBIEE reports, investigates and reports on deviations and offers recommendations regarding project implementation and funds utilization. Initiates and administers the MOSC Procurement Plan, actively leads procurement of services/goods required for complex-wide operation, identifies and closely follows-up on critical procurement during the various stages of procurement process.
- Oversees administration of procurement actions and contractual agreements and advises on improvements in contracts management.
- Leads, directs and manages the work of Unit's staff, facilitates team building and co-ordinates actions relative to the administration of SCMS human resource activities in conjunction with the office of the DIR-MTGS.
- Coordinates the preparation of SCMS responses to audit observations, and manages enquiries on matters relating to the provision of SCMS services to the IAEA's Laboratories in Seibersdorf.

Competencies and Expertise

Core Competencies

Name	Definition
Planning and Organizing	Sets clearly defined objectives for himself/herself and the team or Section. Identifies and organizes deployment of resources based on assessed needs, taking into account possible changing circumstances. Monitors team's performance in meeting the assigned deadlines and milestones.
Communication	Encourages open communication and builds consensus. Uses tact and discretion in dealing with sensitive information, and keeps staff informed of decisions and directives as appropriate.
Achieving Results	Sets realistic targets for himself/herself and for the team; ensures availability of resources and supports staff members in achieving results. Monitors progress and performance; evaluates achievements and integrates lessons learned.
Teamwork	Encourages teamwork, builds effective teams and resolves problems by creating a supportive and collaborative team spirit, remaining mindful of the need to collaborate with people outside the immediate area of responsibility.

Functional Competencies

Name	Definition
Client orientation	Examines client plans and develops services and options to support ongoing relationships. Develops solutions that add value to the Agency's programmes and operations.
Commitment to continuous process improvement	Assesses the effectiveness of functions and systems as well as current practices; streamlines standards and processes and develops innovative approaches to programme development and implementation.
Judgement/decision making	Consults with and seeks advice at the appropriate managerial level when making complex decisions. Facilitates dialogue and development of best practice to support judgement/decision making, in full compliance with the Agency's regulations and rules.

Required Expertise

Function	Name	Expertise Description
----------	------	-----------------------

Finance	Accounting	Knowledge of IPSAS desirable.
Finance	Budget and Management	Financial Knowledge of financial regulations, rules and procedures related to budget and programme management of international organization required.
Information Technology	Information Technology and Data Processing	Hands-on experience in use of an Enterprise Resource Planning (ERP) system, particularly AIPS and Hyperion.
Administrative Support	MS Office (Word, Outlook, PowerPoint)	Excel, Solid computer skills, including the use of Microsoft Office 2010.
Procurement Services	Procurement	Knowledge of rules applicable to procurement in an international organization is an advantage.

Qualifications, Experience and Language skills

- University Degree in Business Administration, finance, accounting or related field.
- Minimum of five years of relevant working experience, including in finance and accounting, particularly in the management of financial and human resources, at least one of which at international level.
- Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

Remuneration

The IAEA offers an attractive remuneration package including a tax-free annual net base salary starting at **US \$59151** (subject to mandatory deductions for pension contributions and health insurance), a variable [post adjustment](#) which currently amounts to **US \$ 31173***, dependency benefits, [rental subsidy](#), [education grant](#), [relocation](#) and [repatriation expenses](#); 6 weeks' annual vacation, [home leave](#), [pension plan](#) and [health insurance](#)

Applications from qualified women and candidates from developing countries are encouraged

Applicants should be aware that IAEA staff members are international civil servants and may not accept instructions from any other authority. The IAEA is committed to applying the highest ethical standards in carrying out its mandate. As part of the United Nations common system, the IAEA subscribes to the following core ethical standards (or values): [Integrity](#), [Professionalism](#) and [Respect for diversity](#). Staff members may be assigned to any location. The IAEA retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade or with a different contract type, or to make an appointment with a modified job description or for shorter duration than indicated above. Testing may be part of the recruitment process
