



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Director of Budget, Performance and Compliance (BPC)

Position Number: 00163804

Department: Bureau of Management Services

Reports to: Assistant Administrator (ASG) and Director of BMS

Position Status:

Grade Level: D2

Duty Station: New York

Date Published:

Vacancy Closing Date:

Family Duty Station:

Contract Type/Duration:

II. Job Purpose and Organizational Context

UNDP, the global development network for the United Nations system, is on the ground in 177 countries and is uniquely equipped to help developing countries build the requisite policies, capacity, and supportive environment that are needed to accelerate and sustain human development.

The Bureau for Management Services (BMS) is the central operations Bureau in UNDP that supports the organization in the provision of management services. Drawing on client needs, user experience, sound analytics, and a risk-informed approach, BMS provides policy, oversight, advisory and transactional services and solutions for UNDP to deliver fully integrated development solutions. In doing so, BMS keeps pace with the evolving needs and expectations of development partners and international best practice through strengthening and innovating business operations. In line with UNDP's Strategic Plan, BMS aims to provide effective, improved and customer-focused procurement services to clients both internal and external to UNDP.

BMS's Office of Budget, Performance and Compliance (BPC) will be dedicated to supporting UNDP's Strategic Plan by managing, and being accountable for UNDP's budget formulation, operational performance, audit resolution, enterprise risk management, and vendor review committee functions. As a result, this office will ensure that UNDP has the corporate capacity for multi-year budget formulation, can consistently address operational performance, efficiently track and support resolution of audit recommendations as well as provide risk-management support to the organization and the Chief Risk Officer. BMS/BCP will provide UNDP and its Bureaus with added efficiency, clarity, predictability and visibility of its budgetary and operational capabilities. BMS/BPC is comprised of four lead divisions with sub-units dedicated to the mandate of this office – Customer Service Division; Performance Division; Compliance and Audit Division; and Budget Division.

The Director of BCP, under the leadership of the Director of BMS, is responsible for the effective operational guidance and management oversight of the afore-mentioned divisions. Through the substantive leadership role s/he plays across all units, the Director is responsible for providing expert advice and guidance on strategic matters and for ensuring the application of best practices. In addition, the Director is responsible for ensuring that proper internal oversight and risk mitigation controls are in place. The Director will also be responsible for leading performance enhancements to policies, processes and practices to ensure timely and cost-effective services to stakeholders. The Director will also ensure effective coordination in strategic corporate processes under their purview.

Key Functions:

The Incumbent will be accountable for delivering quality results in the following areas;

1. Provide strategic guidance for the resource planning and budget formulation process;
2. Oversee UNDP's operational organizational effectiveness and performance improvement practices;
3. Lead management of the corporate audit resolution and vendor compliance functions for the organization;
4. Provide oversight of UNDP operations service coordination for the design and delivery of integrated customer services for UNDP's broader transformation as well as the strategic operational needs of UN Agency partners.



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III. Duties and Responsibilities

Key Functions

1. Provide strategic guidance for resource planning and budget formulation processes focusing on the achievement of the following results:

- Based on the guidance provided by the Administrator, develops budget guidance through a lead role in conceptualizing and drafting Executive Board documents, Executive Group and Operations Performance Group briefs. This will be done in a consultative manner with UNDP internal managers, UN agency partners and Executive Board members;
- Ensures that an effective risk management and control framework are in place to support the budget formulation process that is consistently proactive and high performing;
- Articulates corporate strategies and priorities into planning and resource frameworks and results-driven allocations aligned with the Strategic Plan to include:
 - The institutional results and resources sections of the Strategic Plan;
 - Institutional Support Budget;
 - Results Based Budgeting;
 - Cost Recovery Policy.

2. Oversee UNDP's organizational effectiveness and performance improvement practices:

- Provides strategic advice on the design of business transformation, change management corporate initiatives
- Leverages operations and programme/policy practices to spotlight opportunities and risks in UNDP business model and organizational performance;
- Spearheads the contributions of the performance division to corporate priorities and special initiatives as part of the of joint BMS and Central/Regional Bureaus solution networks
- Leads the Operational Performance and Customer Service Division;
- Oversees UNDP compliance with corporate monitoring and evaluation requirements;
- Oversees, monitor and support BMS Office's compliance with corporate reporting standards and schedules;
- Strengthens complementarities and synergies for the integration and alignment of the planning, monitoring and performance assessment within UNDP.

3. Lead the audit resolution, Enterprise Risk Management, and Vendor Review Committee functions focusing on the achievement of the following results:

- Efficiently tracks corporate audit recommendations and provides support for audit resolution and risk-management activities to the organization and the Chief Risk Officer;
- Identifies opportunities and threats, and manages risk throughout the organization;
- Encourages proactive management and better-informed, strategic decision taking and makes recommendations for the effective allocation and use resources for risk management;
- Enables the organization to support the effective achievement of results, and ensures the accountable use of resources;
- Chairs the Vendor Review Committee;
- Oversees audit compliance with established monitoring, reporting and evaluation requirements and standards.



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4. Provide oversight of UNDP operations service coordination in the design and delivery of integrated customer services in response to UNDP's broader transformation as well as the strategic operational needs of UN Agency partners through:

- Ensures the effective positioning of UNDP in the provision of operational and management advisory services as part of an integrated service offer that leverages new business opportunities for UNDP, including in support of the common UN System;
- Tracks and oversees business analytics in the coordination and servicing of client needs, ensuring responsiveness across BMS teams, relevance of services, and client satisfaction.
- Ensures that the Customer Services Division acts as a center of excellence for innovative service design and delivery and an advocate for client needs by merging major client and complex case coordination with new service delivery design across BMS.

IV. Competencies and Selection Criteria	Description of Competency at Level Required
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 8: Typifies the values and integrity of UNDP <ul style="list-style-type: none"> • Proactively supports risk-informed business development and mitigates institutional risk • Role models the behaviors that UNDP sees as essential for a healthy organizational culture
Leadership <i>Ability to persuade others to follow</i>	Level 8: Creates atmosphere of trust to build acceptance and seek diverse views, cultures and individual needs across the organization <ul style="list-style-type: none"> • Actively mentors and develops leaders • Directly shapes the culture of UNDP
People Management <i>Ability to lead multi-disciplinary teams, and to improve performance and satisfaction</i>	Level 8: Creates atmosphere of trust to build acceptance and seek diverse views, cultures and individual needs across the organization <ul style="list-style-type: none"> • Actively mentors and develops leaders • Directly shapes the culture of UNDP
Delivery <i>Ability to get things done</i>	Level 8: Creates a professional performance culture to deliver outcomes across the organization and continuously improve and adapt <ul style="list-style-type: none"> • Holds self and managers accountable for organizational results and decisions • Drives evolution in strategic relationships and UNDP delivery capability • Enhances reputation of UNDP • Role models highest levels of sound judgement required for UNDP to deliver, meeting client and partner expectations while upholding institutional imperatives of transparency, accountability, professionalism, and reputation • Shapes the culture of UNDP to continuously drive for organizational excellence and
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 8 : Articulates ideas for transformational change, which are actionable <ul style="list-style-type: none"> • Articulates what is possible for UNDP and its partners and how it can be achieved Communicates in a manner, which positively influences the political economy in the particular working context



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Technical/Functional	
Primary	
Strategic Planning / Visioning <i>Ability to analyze the organization's value proposition and shape visionary/long term plans.</i>	Level 8 Role Model & Resolve Creates an environment to facilitate full institutional potential and governs UNDP's strategic and political investments in line with organizational values and principles
Resource Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals</i>	Level 7 Navigate & Guide Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession
Change Management <i>Ability to apply a systematic approach to adapt, control and effect change</i>	Level 7 Navigate & Guide Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession
Leading/coordinating policy development processes <i>Knowledge of policy development and implementation processes</i>	Level 7 Navigate & Guide Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession
Knowledge of RBM and Enterprise Risk Management <i>Strong knowledge of RBM and RBM tools, including ROAR, ERP systems, Corporate Surveys, Integrated Work Planning, Multi-year Budgeting and the Strategic Planning Process</i>	Level 8 Role Model & Resolve Creates an environment to facilitate full institutional potential and governs UNDP's strategic and political investments in line with organizational values and principles
Secondary	
Partnerships <i>Ability to engage with UNDP units, UN agencies and external multilateral and bilateral partners to forge productive working relationships</i>	Level 7 Navigate & Guide Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession
Resource Mobilization <i>Ability to identify and organize programmes and projects to implement solutions and generate resources</i>	Level 7 Navigate & Guide Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession
Knowledge Management <i>Ability to efficiently handle and share information and knowledge</i>	Level 7 Navigate & Guide Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession



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V. Recruitment Qualifications	
Education:	Advanced university degree (Master's or equivalent) in public policy/ management, finance, business administration, or related disciplines.
Experience:	<ul style="list-style-type: none">• 15 years of senior leadership experience in the UN Common system or an International organization of similar size and complexity;• Proven track record in managing the budget of a large organization;• Proven knowledge and experience of Enterprise Risk Management;• Experience in organizational performance management is desirable but not a requirement.
Language Requirements:	Fluency in English, both written and oral. Fluency of an additional official UN language is an asset, but not a requirement.