GENERIC JOB PROFILE

I. Post Information	
Job Title: Programme Associate **Supervisor Title/ Level:** various **Organizational Unit:** Programme	**Job Level:** G-6 **Job Profile No.:** **CCOG Code:** 22 **Functional Code:** PMA **Job Classification Level:** G-6

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

The Generic Job Profile for the Programme Associate at the **G-6 level** is to be used in a UNICEF offices, in one of the programme sections. The Programme Associate (G-6) is embedded within Programme Section, reporting to a Supervisor or Section Chief. This role bridges operational delivery by liaising regularly with multiple units—Programme, Operations, Finance, Supply—and with external partners (government ministries, NGOs, donors). Depending on the programme priorities, the Incumbent may support sector-specific teams (e.g., Health, Education, WASH) or cross-cutting portfolios (e.g., humanitarian action, M&E, emergency preparedness).

Purpose for the job:

Under the supervision and guidance of the supervisor, the Programme Associate provides specialized programme and administrative support to facilitate the development, implementation and monitoring of UNICEF's programmes. The role involves substantial engagement in data analysis, budget tracking, reporting, and coordination with internal and external stakeholders to ensure effective delivery and compliance with organizational rules. Incumbent exercises judgment, anticipates needs, and recommends actions that contribute to programme planning, implementation and reporting results.

III. Key functions, accountabilities and related duties/tasks

1. **Project Management and Implementing Partnership Coordination**
   - Support overall project planning, execution, and monitoring for assigned initiatives
   - Assist in establishment and operationalizing implementing partnership management functions by coordinating the processes required for risk assessments (Due Diligence, PSEA and Micro-Assessment, Spot checks)
   - Work with Programme Managers, Partners and relevant stakeholders in ensuring Funding Authorization and Certificate of Expenditures (FACE) requests submitted are aligned with the project workplan and processed timely.
   - Monitors prompt liquidation of Direct Cash Transfer (DCTs)

2. **Data Management, Analysis & Reporting**
   - Contribute to collecting and analyzing qualitative and quantitative programme data to support evidence-based decision-making.
   - Generate regular reports, dashboards and presentations on key performance indicators and donor reporting.
   - Support the application of digital and AI tools for synthesizing complex data and creating actionable insights for statutory reports, dashboards and presentations on key performance indicators.

3. **Grant Management, Budget Monitoring and Reporting**
   - Regularly track budget allocations, expenditures and monitor grant utilization for the section and individual grants using relevant systems (e.g., SAP).
   - Contribute to grants management, monitor their expiry, and support reprogramming or extension processes.
   - Prepare periodic and ad-hoc grant management reports for supervisors, programme leads and for donor reporting.
   - Facilitate generating funds utilization report to track expenditures and commitments.
   - Contribute to the development of funding proposals and the preparation of statutory reports, ensuring timely submissions.

4. **Digital Innovation & Operational Efficiency**
   - Use AI, automation tools and digital platforms to streamline repetitive tasks, such as data analysis and report generation.
   - Serve as a resource for digital platforms (e.g., SAP, Service Gateway, Power BI, Sharepoint) within the section.
   - Safeguard sensitive data and ensure adherence to UNICEF's data privacy and digital workforce guidelines

5. **Communication, Knowledge Sharing and Dissemination**
   - Draft clear and well-structured communication to share reports, briefs, and knowledge products for internal and external use.
   - Maintain effective document repository systems and Sharepoint for digital and physical programme documentation.
   - Contribute to knowledge generation and documentation of lessons learned and good practices.
   - Support onboarding of new colleagues and knowledge transfer within the team.

6. **Capacity Building & Event Coordination**
   - Support the organization of capacity development activities, workshops and field missions.
   - Assist in preparation and dissemination of background materials, track logistics, coordinate vendor engagement and liaise with participants.

7. Flexibility & Surge Support

- Adapt to shifting programme needs and provide support during emergency responses, surge deployments or re-prioritization events.
- Liaison with focal points and provide backup support to other programme sections to ensure business continuity and team support.

IV. Impact of Results

Incumbent drives the efficiency and effectiveness of the office by expertly managing the full spectrum of administrative and project/programme support activities. This meticulous support ensures the smooth operation of key processes, directly contributing to enhanced overall performance and the successful implementation of project and programme activities. Specifically, their accurate programme monitoring and insightful recommendations provide a solid foundation for informed decision-making, while their precise data entry and compelling presentation of information ensure that critical insights are readily available to guide strategic programme adjustments.

V. Capabilities Required

1. Project Management (3)

- Create project plans, objectives and deliverables.
- Track and organize resources like time, budget, and team efforts.
- Identify and report potential risks for further guidance.

2. Collaboration (3)

- Navigate organizational dynamics and adapt behavior to respond to different situations.
- Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences.
- Write clear, concise and well-structured reports and documents using appropriate language.
- Pay close attention to what others are saying, asking questions for clarification.
- Present ideas and information clearly in front of groups.

3. Problem Solving (3)

- Analyze data, identify trends, patterns and anomalies.
- Evaluate information, analyze problems, identify underlying causes and risks.
- Summarize and communicate findings, focusing on actionable insights to support decision-making.
- Make decisions in time-sensitive situations, even with incomplete information.
- Assess the potential impact of solutions (costs, benefits and risks).

4. Digital Dexterity (3)

- Utilize AI-powered tools and platforms to automate data analysis.
- Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies.
- Use specialist technology business systems and software.
- Analyze and summarize data from various business systems to generate reports and insights.

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

Core Values

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

Core Competencies for Staff with Supervisory Responsibilities *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required. Professional and/or university courses related to the field of work are highly desirable.
Experience:	Minimum six years of administrative or clerical work experience is required.
Language Requirements:	Fluency in English and the local language is required. Knowledge of another official UN language (Arabic, Chines, French, Russian or Spanish) is considered an asset.