I. Post Information

| Job Title: UNCCS Field HCT Programme Specialist (emergency specialist) | Job Level: P4 |
| System Specialist | Job Profile No.: |
| Supervisor Title/ Level: Humanitarian Cash Transfer Coordinator–P4 | CCOG Code: |
| Organizational Unit: EMOPS-HPS | Functional Code: |
| Post Location: Geneva-CH | Job Classification Level: |

II. Strategic office context and purpose for the job

**Strategic office context:**

To achieve better results for children, in a more efficient and effective way, UNICEF has recently initiated the mainstreaming and scale up of the use of Humanitarian Cash Transfer (HCT) across the organization. This has become a priority area of work under UNICEF’s strategic plan, as well as UNICEF’s agenda to increase the resilience of households, communities and systems.

The UNICEF Humanitarian Cash Transfers (HCT) team in EMOPS, in close collaboration with DFAM, SD, PD and ICTD has been supporting the mainstreaming of the use of HCT in the organization. The current HCT scale up plan focuses on various work streams: (i) Interdivision coordination, (ii) Field support, (iii) Capacity building, (iv) Partnership and Interagency Collaboration, (v) Management Information Systems and (vi) Knowledge Management.

As part of UNICEF’s commitment to scale the use of HCT, UNICEF has been strengthening its HCT related framework. To that end, the UN Common Cash Statement was formalized in December 2018 by the four principals of UNICEF, OCHA, UNHCR and WFP to commit to us common cash systems wherever possible in order to maximize efficiency and effectiveness gains. It builds on the recognition that cash assistance can contribute to reform the humanitarian sector, while offering a modality to agencies to better serve affected populations in a principled and dignified manner. The statement is also informed by a growing need to improve complementarities, synergies and accountabilities between UN agencies’ efforts. Under the UNCCS, three pillars were established: Payment mechanism, Data management and coordinated design and field implementation. Seven focus countries (Bangladesh, Niger, Central African Republic, Yemen, DRC, Afghanistan, Ecuador) were identified. To that end, UNICEF is strengthening its capacity to provide dedicated technical UNCCS field support to its country office, while contributing to the setup of a UNCCS field support team.
In light of the considerable human resource investment required to kick start a common system where different agencies with distinct mandates and operational procedures come together, it was decided that each agencies set up a dedicated team of people to support these country offices implementing UNCCS activities in the seven focus countries, as well as to contribute to maximize common efforts and synergies as new emergencies which may arise.

The UNICEF UNCCS team will be based in Europe and will be composed of four staffs. This job description describes the function of Field Humanitarian Cash Transfer programme specialist.

**Purpose for the job:**

Under the supervision of the EMOPS HCT coordinator, this position will support at UNICEF country office level, the implementation of the UN Common Cash System implementation focusing on the programme design and implementation activities, by providing in country and remote technical support.

**Job organizational context**

This position is located in the Office of Emergency Operations (EMOPS), outposted in Geneva, Switzerland. The incumbent works under the direct supervision of the EMOPS HCT coordinator in the Humanitarian Policy Section and in close collaboration with the HQ HCT team and UNCCS stakeholders.

**III. Key functions, accountabilities and related duties/tasks:**

This position is a roving position i.e. 75% of the position time is expected to be spent on field missions.

1. **In Country and/or remote support to regional and country offices**
   - Undertake technical field support missions (up to 6 weeks) to set up new HCT (Humanitarian Cash Transfer) programme or support ongoing programmes
   - Undertake HCT related preparedness field mission
   - Undertake HCT feasibility field mission
   - Liaise and work closely with UNICEF country office UNCCS focal points and UNCCS focal points from other agencies
   - Support the country office team to adjust and align HCT programme design to UNCCS principles

2. **Implement UNCCS related guidance and tools at country level**
   - Seek opportunities to apply the UNCCS guidance and tools
   - Support the identification of complementarities and operational synergies with UNCCS stakeholders
• Contribute to in country UNCCS dynamic to ensure smooth collaboration between agencies
• Provide UNCCS related quality assurance to in country UNCCS activities
• Contribute to the improvement of the UNCCS guidance and tools
• Contribute to the development, testing and rolling out of training materials, including collecting and consolidating field inputs.

3. Knowledge management

• In close collaboration with EMOPS HCT partnership specialist, document field experience including new models of implementation, programmatic approach, joint programme, inter-agency coordination efforts
• Debriefing of field missions to provide inputs to the UNCCS global tracking of progress

4. Contribute to the UNICEF HCT scale up plan implementation

• Stay up to date: regular interaction with other members of the HQ cash team, to remain constantly updated on the latest key developments
• Support the implementation of the HQ HCT inter division workplan: technical contribution to the EMOPS/HPS lead activities, as well as provision of technical support to other HQ divisions deliverables
• Take part and influence headquarters internal and external discussions on humanitarian Cash programming, bringing field perspective to headquarters tools, policy and procedure development efforts
• Work with other divisions/sections to serve as resource persons for emergency training / simulations to disseminate and promote policies, procedures, tools and approaches
• Collaborate with other UNICEF surge mechanisms to ensure complementarities and share learning to enhance the effectiveness of emergency deployments.
• Performs other related duties as assigned by the supervisor

IV. Impact of Results

By fulfilling the above-mentioned tasks, this position will contribute to allow UNICEF to comply with its commitment to scale up cash programming, to foster collective synergies and complementarities with other UN agencies HCT programme, and to provide adequate level of risk management and quality assurance in HCT programmes.

V. Competencies and level of proficiency required
### Core Values

- Trust and Accountability
- Care and Respect
- Integrity

### Competencies: (level 1)

- Builds and maintains partnerships
- Drive to achieve results for impact
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

### VI. Recruitment Qualifications

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<th>Education:</th>
<th>Master’s degree in Economics, Social Science, Database management, data analytics or related field is required. Bachelor’s degree complemented with relevant industry certifications and work experience can be considered.</th>
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| Experience: | • Minimum 8 years’ experience working on the implementation of humanitarian cash transfer in a variety of humanitarian settings.  
• Experience in providing direct technical assistance to UN Agencies, NGOs, governments.  
• Experience in programme planning, implementing, reporting, monitoring and evaluation of HCT.  
• Experience in managing/Exposure to inter agency cash coordination.  
• Experience in working with UN agencies (UNICEF experience preferred) at interagency level  
• Experience collaborating across multiple functions and working with operational subject matter experts, technical resources  
• Excellent communication & presentation skills (written & verbal) across multiple audiences with the ability to influence others while working in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.  
• High motivation, and dedication to deliver results within strict timeframes. |
| Language Requirements: | • Excellent knowledge of English (both spoken and written) is essential.  
• Fluency in French |