



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

I. Post Information

Job Title: **Programme Assistant (CFO,PME,CP)PAK 18042,**
IMIS # 104142

Supervisor Title/ Level: **Chief of Field Office 19916**

Organizational Unit: **Programme**

Post Location: **Quetta Pakistan**

Job Level: **G-6**

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level:

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 Programme Assistant reports to the Chief of Field Office Quetta and will be based in Quetta Field office in Pakistan.

Purpose for the job: Under the supervision and guidance of the supervisor (**Chief of Field Office—Quetta**), the programme assistant supports the respective sections of—**CFO, Child Protection and PME**; through providing a range of procedural, administrative, and operational support in developing, implementing, executing and monitoring their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Support to programme development, planning and execution.
2. Support to monitoring and reporting of programme results
3. Support in resource mobilization
4. Support in knowledge management and capacity building

1. Support to programme development, planning and execution.

- Research, analyze, verify, synthesize and compile qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate preparation of reports, working papers, and presentations.
- Draft project documents, work plans, budgets, proposals on implementation arrangements.
- Carry out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and makes amendments and alterations as per section revisions when necessary.
- Monitor and track the efficient distribution of supplies that are required for effective programme delivery.

2. Support to monitoring and reporting of programme results

- Prepare monitoring and reporting information for supervisor on agreed performance indicators to drive more efficient management and accountability for results.
- Monitor budgets and financial expenditures of section, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision/follow up.

3. Support in resource mobilization

- Research, analyze, verify, and synthesize data and information in support of preparing reports pertaining to donors (both current and potential).
- Research, analyze, verify, and synthesize data and information to assist in the preparation of periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- Carry out transaction in VISION pertaining to grants for his/her section such as registering grant allotments and tracking expiring programme grants.

4. Support in Knowledge Management and capacity building

- Research, analyze, verify and synthesize information on best practices and lessons learnt to support knowledge development and capacity building
- Support capacity development activities related to performance monitoring, programme development, and related internal UNICEF systems/tools by preparing training materials and participating on exercises pertaining to program processes and procedures which aim to build capacity of stakeholders.

IV. Impact of Results

The efficiency and effectiveness of the support provided by the programme assistant to the development, implementation and monitoring of programs/projects will facilitate the delivery of concrete and sustainable results for the respective section, which in turn will enhance the offices and UNICEF's capacity in helping the most vulnerable women and children.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (II)
- Working with people (II)
- Drive for results (II)

Functional Competencies:

- Analyzing (II)
- Applying technical expertise (II)
- Planning and organizing (II)
- Following Instructions and Procedures (II)

VI. Recruitment Qualifications

Education:	Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of 6 years of progressively responsible administrative or clerical work experience is required.
Language Requirements:	Fluency in English and in the local language of the duty station required.