

TEMPORARY APPOINTMENT: Programme Specialist (HACT Coordination)	
UNICEF Malawi is seeking to engage a temporary appointment to provide professional financial, operational and administrative assistance throughout the programming process by preparing, managing and/or executing a variety of technical and administrative tasks to facilitate the effective implementation of HACT.	
Engagement contract	Temporary Appointment
Post Level	NOC
Location	Lilongwe
Duration	364 days
Supervisor	Implementing Partnership Management Specialist

1. ORGANIZATIONAL CONTEXT

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.

Strategic office context: The overall goal of the UNICEF Malawi Country Programme of Cooperation, 2019-2023, is to contribute to the Government of Malawi's efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities and expected to contribute to the Malawi Growth and Development Strategy (MGDS) III, 2018-2022, and the United Nations Development Assistance Framework (UNDAF), 2019-2023, while concurrently working toward the achievement of the Sustainable Development Goals (SDGs).

UNICEF Malawi Country Office adopted the Harmonized Approach to Cash Transfers (HACT) as an approach for obtaining assurance that results have been achieved in line with resource utilization. It

aims at managing risk related to cash transfers made to implementing partners in support of programme implementation, reducing partner transaction costs and allowing progressive use of national systems for management and accountability of results and resources

2. PURPOSE OF THE JOB

Under the overall guidance and direction of the Implementing Partnership Management Specialist in coordination with other UN agencies and in close collaboration with the UN RCO, accountable for programme, planning, design, organize and implementation of United Nations HACT activities in Malawi.

3. KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

The Programme Officer (HACT Coordination) is expected to provide technical support as part of the HACT team and in partnership with counterparts and partners with a specific focus on the following elements:

1. Joint HACT planning for macro / micro assessments and audits
2. Technical support to UN HACT implementation
3. Risk management and quality assurance
4. Knowledge management and capacity building
5. Networking and inter-agency partnership

1. QUALIFICATIONS

Education:

- An advanced university degree in one of the following fields is required: Development studies, Accounting, Programme/Project Management, Business Administration, Financial Management, Economics, Auditing or other relevant field is required. *A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an advanced university degree*

Experience:

- A minimum of five years of relevant professional work experience is required in programme/project development and management or finance at the national level some of which with the UN and/or in a development sector is required.
- Experience working in a developing country is considered as a strong asset
- Knowledge of the UN system in Malawi is an asset
- Background and/or familiarity with emergency is considered as an asset

Expected technical knowledge and skills:

- A strong understanding and technical knowledge of risk management, audit and compliance is required
- A good understanding of development programming is required

Language:

- Fluency in English, both strong verbal and written skills, is essential.

2. COMPETENCIES

Core Values

- Care, Respect, Integrity, Trust, Accountability and Sustainability

Core Competencies

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)