



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **Programme Officer (HACT)**
Supervisor Title/ Level: **Operations Manager, NO-3**
Organizational Unit: **Operations Section**
Post Location: **Windhoek, Namibia**
Post No.: **131205 (NAM25002)**

Job Level: **NO-1**
Job Profile No.: **131205**
CCOG Code: **1A02**
Functional Code: **PMA**
Job Classification Level: **NO-1**

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 programmes, in advocacy and in operations. UNICEF has 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.

Job organizational context:

The Programme Officer (HACT) post is at the NO-1 level, in the Operations Section of Namibia Country Office.

Purpose for the job:

The Programme Officer (HACT), NO-1 reports to the Operations Manager for close guidance and supervision. The Level 1 is an entry professional level and should therefore be normally used as a trainee level for acquiring organizational knowledge of rules, regulations, and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. Incumbents at this level are not expected to remain for an extended period of time in the post.

The Programme Officer (HACT) provides professional technical, operational and administrative assistance throughout the programme cycle through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical information to facilitate the integration of HACT plans in all programming activities and to ensure the application of HACT and related organizational rules, regulations and procedures in the CO.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Support to HACT planning during the programming process.**
- 2. Support to implementation of HACT activities.**
- 3. Review and use of HACT reports.**
- 4. Networking and inter-agency partnership**
- 5. Innovation, knowledge management and capacity building**

1. Support to HACT planning during the programming process.

- Participate in discussions, collection, analysis, verification, and synthesis of HACT related information/documentation to gain good knowledge of HACT and programme planning and implementation.
- Participate in the preparation of HACT related materials/documentation to ensure incorporation of HACT in the country programming process.

2. Support to implementation of HACT activities.

- Serve as the reference person on HACT implementation in the office.
- Participate in and assist with the preparation and regular updating of CO micro assessment and assurance plans.
- Together with qualified/experienced CO colleagues, undertake spot checks of implementing partners to gain knowledge and experience.
- Provide technical and administrative support to external service providers in the execution of HACT activities to ensure timely and efficient delivery of results.
- Assist with maintenance of records of relevant HACT related documentation, including CO decisions related to HACT.

3. Review and use of HACT reports.

- Assist with recording and update of risk ratings of implementing partners in VISION through regular review of the Vendor Master and provision of information to relevant colleagues in the CO.
- Share with implementing partners and CO staff HACT related reports, especially reports of assurance activities, to ensure adequate awareness and follow-up of identified issues.
- Participate in the review of micro assessment reports of implementing partners to identify common weaknesses in financial and procurement management and propose capacity development actions that can be supported by UNICEF.
- Participate in the review of assurance activity reports of implementing partners to identify issues that need follow-up and common weaknesses in financial and procurement management and propose capacity development actions that can be supported by UNICEF.

4. Networking and inter-agency partnership

- Exchange information and/or operational support to implementing partners, UN system partners and other stakeholders in the CO on the implementation of HACT to reinforce UN/CO harmonization and coordination.
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of HACT information and knowledge to facilitate/build their capacity for implementing HACT.
- Participate in appropriate inter-agency meetings/events to facilitate and promote sharing of information, knowledge, experiences and best practices.
- Interact regularly with other country offices and the regional office on HACT.

5. Innovation, knowledge management and capacity building

- Identify, capture, synthesize and share lessons learned from HACT and its implementation for integration into broader knowledge development planning and management efforts.
- Participate in the design, planning and implementation of capacity development strategies/initiatives for implementing partners which can be supported by UNICEF through participation in review of reports of micro assessments and assurance activities of significant and high-risk partners.
- Participate in the design and implementation of capacity development strategies/initiatives for CO staff to ensure that staff has the knowledge and skills to fulfill their responsibilities related to HACT.
- [Participate in the design and implementation of capacity development strategies/initiatives for Implementing Partners and CO staff to ensure that staff and IPs have the knowledge and skills in the Protection from Sexual Exploitation and Abuse in Programming \(PSEA\).](#)

IV. Impact of Results

The effective support provided by the Programme Officer (HACT) to the careful planning and effective implementation of the HACT activities directly impacts on programme execution, delivery of sustainable results, and promoting national ownership and accountability for programme resources.

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

i) Core Values

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

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)

VI. Recruitment Qualifications

Education:

	A university degree in one of the following fields is required: Development studies, International Development, Business Administration, Financial Management, Economics, Auditing, Project/Programme Management or another relevant technical field.
Experience:	<p>A minimum of one year of professional experience in one or more of the following areas is required: programme development/management, financial planning and management, or another related area.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of a local language is an asset.

VII. Signatures- Job Description Certification

Name: Hilja Namene Aipinge

Signature

Date 16/12/2024

Title: Operations Manager

Name: Toshiko Takahashi

Signature

Date 16/12/2024

Title: OIC for the Representative

