

## Request for use of a GJP

unicef



## FOR COMPLETION BY REQUESTING DEPARTMENT

<b>Post/Case No:</b> FJI18017	<b>Establishment of a New Post:</b> <input checked="" type="checkbox"/>	<b>Upgrade/Downgrade of an Existing Post:</b> <input type="checkbox"/>	<b>Change in Title of an Existing Post:</b> <input type="checkbox"/>	<b>Change in Reporting Line of an Existing Post:</b> <input type="checkbox"/>	<b>JD not classified for over five years:</b> <input type="checkbox"/>
<b>Department/Field Office:</b> WASH		<b>GJP Official Title:</b> Programme Assistant			<b>GJP Grade:</b> G-6
<b>Organizational Title Request:</b> (if any)					
<b>Section:</b> WASH					
<b>Unit:</b>			<b>Duty Station:</b> Port Vila, Vanuatu		
(Please attach a current organization chart clearly identifying GJP post assignment and clearly indicating supervisory responsibilities if applicable)					

**Basic Purpose of Position** (please outline what does this position contribute to achieving the overall goals of the unit/section in 3-4 lines or less):

1.

**Key Results Expected** (only if in addition to what is on the GJP, please indicate in bullet format 3-5 key activities performed by the position):

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**Supplemental Recruitment Requirements** (additional to those contained in the GJP only):

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## Signature:

The following attest to the accuracy of the above statements and to the valid management need for this position and the association of the attached GJP:

Name:

Signature:

Date:

<b>Supervisor:</b>	<b>Title:</b> Cfo-vfo	<b>Name:</b> Andrew Parker	<b>Signature:</b> [Signature]	<b>Date:</b> 29/1/17
<b>Head of Office:</b>	Representative	Sheldon Yett	<b>Signature:</b> [Signature]	<b>Date:</b> 29/1/17

## FOR COMPLETION BY DHR ONLY

APPROVED: ☐NOT APPROVED: ☐

Title:

Name:

Signature:

Date:

Comments:



UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE

## I. Post Information

CASE NO: FJI18017

Job Title: Programme Assistant  
Supervisor Title/ Level: WASH Specialist,  
Level 3

Organizational Unit: WASH Programme  
Post Location: UNICEF Country Office

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 Generic Job Profile for the Programme Assistant at the G-6 level is to be used in a UNICEF country office, in any of the programme sections.

**Purpose for the job:** Under the supervision and guidance of the supervisor, the programme assistant supports the respective section 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:

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

#### **1. Support to programme development, planning and execution.**

- Researches, analyzes, verifies, synthesizes and compiles 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.
- Drafts project documents, work plans, budgets, proposals on implementation arrangements.
- Carries 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.
- Monitors and tracks the efficient distribution of supplies that are required for effective programme delivery.

#### **2. Support to monitoring and reporting of programme results**

- Prepares monitoring and reporting information for supervisor on agreed performance indicators to drive more efficient management and accountability for results.
- Monitors 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**

- Researches, analyzes, verifies, and synthesizes data and information in support of preparing reports pertaining to donors (both current and potential).
- Researches, analyzes, verifies, and synthesizes 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.
- Carries out transactions 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**

- Researches, analyzes, verifies and synthesizes information on best practices and lessons learnt to support knowledge development and capacity building
- Supports 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 facilitates the delivery of concrete and sustainable results for the respective section, which in turn enhances 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.

## VII. Signatures- Job Description Certification

Name: Andrew Paha Signature

Date 29/5/17

Title: CEO VFO

Name Sheldon Yett Signature

Date 29/5/17

Title: Representative