



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)**

I. Post Information

Job Title: **Health Program Officer (Grants)**
Supervisor Title/ Level: **Chief of Operations
Level 4**
Organizational Unit: **Program**
Post Location: **YCO, Sana'a**

Job Level: **Level 2**
Job Profile No.:
CCOG Code: **1A01**
Functional Code: **FIN**
Job Classification Level: **Level 2**

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:

Yemen is Level 3 emergency and currently facing one of the biggest and most complex humanitarian crises in the world. The Country Office has received over \$600 million from the World Bank between 2017 and 2020 from the World Bank to support emergency response programming and system preservation and strengthening in the health, nutrition, child protection, and WASH sectors. An additional \$75 million has been agreed between UNICEF and the World Bank for Health and Nutrition to be provided in the second half of 2021, and discussions are ongoing for further allocations to be committed in 2022.

Under the general supervision of the YEHCP Program Manager, the Budget and Grant Management Officer performs a variety of specialized tasks in support of the preparation, monitoring, and control of the project budget, and guides program staff on budget management and compliance with donor financial conditions. The incumbent will also monitor and allocate the incoming funds, monitor expenditures, analyze and report on utilization rates and spending progress and challenges, advise program teams in sections and field offices on donor financial conditions and monitor compliance, and prepare donor financial reports.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Monitor funding levels against project budget for all sections and field offices involved in the project, recommending budget adjustment where necessary, and identify areas of over or under-expenditure respectively to ensure maximum fund utilization.
2. Ensure quality information management through regular review and maintenance of planning, contribution, and utilization related information in VISION.
3. Closely monitor the allocation of funds to various sections and FOs and generate monthly update to project and section management.
4. Update program management team and YCO management on the reporting requirements for the World Bank to ensure financial adherence to the increasing complexity of donor conditions, and volume of funding being received by the country office.
5. Closely monitor fund utilization of all grants and alert Programme Chiefs / Chiefs of Field offices on expenditure challenges requiring support.
6. Support the country offices' management performance indicators and report monthly on the progress in Programme Coordination and Country Management team meetings.
7. Conduct training on budget management and utilization, World Bank donor conditions, proper categorization and coding of activities within the donor reporting framework, and other project-specific financial management training to section and field office project focal points and PAs.
8. Conduct special budget analysis and trends as needed.
9. Prepare quarterly Interim Financial Reports using inSight, in collaboration with program specialist and operations unit. Submit IFRs to the World Bank and respond to any comments or feedback received.
10. Prepare utilization and financial management updates for bi-annual progress reports and regular donor meetings.
11. Oversee financial closure of EHNP grants including monitoring of open commitments, tracking returned balances, alerting project manager of anticipated challenges as they arise (returned funds that require utilization, commitments that are not expected to be closed in time, etc.).
12. Knowledge and capacity building
 - a. Promote a culture of highest ethical standards and behavior in management of UNICEF's resources.
 - b. Support initiatives for management improvement by capturing, institutionalizing and sharing best practices and lessons learned. Recommend improvements in processes and procedures to enhance productivity and performance including implementation of cost saving strategies.
 - c. Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners.

IV. Impact of Results

The ability of the Program Officer (Grants management) to effectively manage and execute financial transactions and services directly impact on meeting organizational/staff needs and program delivery of goals and objectives. This in turn contributes to maintaining/enhancing the

credibility of UNICEF as an effective and responsible manager of resources entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost effective and sustainable program results.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:

A University degree in Business Administration, accounting, financial & Project management or another related financial field is required. Supplemental formal financial / accounting training may be accepted if university degree is not in a related financial field. Preference will be given to candidates holding a professional qualification.

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| Experience: | <ul style="list-style-type: none"> • A minimum of 3 years of professional experience in financial management accounting, or audit with a strong basis in Budgetary /Financial Control preferably in an international organization. Similar experience in humanitarian organization will be as asset. • Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is an asset. • Strong skills in MS Excel and PowerPoint • Experience and skills in explanation and visualization of financial data for a non-financial audience is an asset • Experience in facilitating training is an asset. <p>Advanced knowledge of Microsoft Office, especially Excel required.</p> |
| Language Requirements: | <ul style="list-style-type: none"> • Fluency in English and Arabic. |

| VII. Signatures- Job Description Certification | | |
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| Name: | Signature | Date |
| Title: (Supervisor) | | |
| Name: | Signature | Date |
| Title: (Head of Office) | | |