



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB PROFILE

**I. Post Information**

Job Title: **Senior Programme Associate**  
Job Profile No :**8995**

Supervisor Title/ Level: **Chief of Education,  
11298**

Organizational Unit: Programme

Post Location: **Lusaka, Zambia Country Office**

Job Level: **GS7**

Job Profile No.:

CCOG Code: **2A02**

Functional Code: **PMA**

Job Classification Level: **G-7**

**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 Education Section in UNICEF has continued expanding programmes and partnerships since 2019 due to increased contributions from the donors in the context of fluid financial and political context of the country and the global COVID-19 pandemic responses. This resulted in an increase in the number of financial transactions, financial management monitoring of the counterparts, as well as a need of more rigorous monitoring and HACT requirements.

**Purpose for the job**

Under the supervision and guidance of the Chief Education, the senior programme associate 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. The senior programme associate will lead and support the education section's financial management, monitoring and reporting, and will provide capacity building to the counterparts and partners from national to sub-national level in the are of financial management and reporting in line with UNICEF HACT requirements as well as the basic financial rules and regulations of the government.

### 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/SAP 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/SAP 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.

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**IV. Impact of Results**

The efficiency and effectiveness of the support provided by the Senior programme associate 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**

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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

**VI. Recruitment Qualifications**

Education:	Completion of secondary education (full Grade 12 school certificate) University level degree is an asset.
Experience:	A minimum of 7 years of progressively responsible administrative, office management, Finance, human resources, supply or any other relevant function. Good handling of data and spreadsheets using excel is required.
Language Requirements:	Fluency in English is required. Knowledge of another UN language or local language of the duty station is considered as an asset.