

TERMS OF REFERENCE

Title:	HACT Officer-GAVI
Level:	NO-B
Appointment Type:	Temporary Appointment
Duration:	364 days
Duty Station:	Abuja, Nigeria
Reporting to:	Implementing Partnership Management Specialist

BACKGROUND

In 2022, the Federal Government of Nigeria, UNICEF, and Gavi launched the PHC MOU - Memorandum of Understanding on the collaboration for strengthening the Immunization and Primary Health Care systems in eight states in Nigeria to support the Implementation of the Nigeria Government Health Systems Strengthening (HSS) programme. As part of the programme, HACT team is leading on the financial management capacity strengthening and transfer in the eight focused PHCDAs spread across Bayelsa, Katsina, Jigawa, Kebbi, Zamfara, Niger, Gombe and Taraba states, as well as in the financial reporting and risk management.

To bolster the HACT team, and to provide a first-line support to the partners as well as sustainable financial management capacity strengthening and reporting for the State Primary Health Care Development Agency (PHCDA), a HACT Officer is to be recruited.

PURPOSE

The HACT Officer is responsible for providing technical and administrative support to ensure quality, effective and efficient management of implementing partnerships, , and financial reporting for GAVI Health System Strengthening (HSS) in line with respective operational policies and procedures.

The HACT officer will also contribute to develop capacities SPHCDA personnel and team consultants in financial management, maintaining and making use of accounting software.

MAIN RESPONSIBILITIES AND TASKS

Summary of key functions/accountabilities:

1. Support to implementing partnership management
 - Provide technical and administrative support in the implementation of HACT in line with the HACT policy and procedure and other relevant organizational policies, procedures and guidelines, including the DFAM Policy 5: Cash Disbursements Supplement 3-Cash Transfers (HACT). This includes coordinating the preparation of annual assessments and assurance plan, facilitating its execution. • Supervise the team of consultants and provide technical guidance on agreed SOPs for GAVI HSS
2. Quality assurance

- Lead the design and implementation of quality assurance strategies/processes to ensure that HACT assessments and assurance activities are undertaken in accordance with Unicef and agreed terms of reference and guidance and that appropriate follow-up action and escalation steps are taken as needed.
3. Analysis, monitoring and reporting
- Analyze and monitor cash transfers at the country office level, paying particular attention to outstanding direct cash transfers more than 6 months.
 - Using appropriate corporate tools and systems including InSight and e-Tools, report on status of implementation of HACT and identify high risk areas and findings during the assurance activities requiring special attention and/or support IPM Specialist and management
 - Prepare bi-annual enhanced financial reports for internal, and donor oversight and the country management team as may be required.
4. Innovation, knowledge management and capacity building
- Design and implement capacity-building strategy/initiatives for GAVI states in consultation with SPHCDA and consultants to ensure that State personnel are knowledgeable and comply with the global standards on financial management, HACT procedures and other relevant corporate policies, procedures and guidance that may lead to strengthened fund management and accounting system.
 - In consultation with SPHCDA and consultants, design and implement capacity-building initiatives for SPHCDA personnel to ensure sustainable adaption of accounting software
 - In consultation with SPHCDA, propose a structure and strategy for sustainable, strengthened digital financial management at the state level

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:

Education:

- A Bachelor's degree in Accounting, Finance or Business Administration and/or a professional accounting qualification e.g., CPA, ICAN and ACCA.
- A Master's degree in the above disciplines is an advantage.

Experience:

- A minimum of five years of professional financial management experience in a reputable organisation.
- In-depth knowledge of internal auditing and accounting systems.
- Understanding of ERP experience will be an added advantage
- Experience of UN/ Unicef will be an asset
- Excellent written and oral communication skills.
- Experience with training and facilitation of group learning processes. Proficiency
- in Excel /MS Office.

Language Requirements: Fluency in English is required. Knowledge of another official UN language or a local language is an asset

Competency Profile:

Core competencies

- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)