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<tr><td></td><td style="text-align:center">UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE</td></tr>
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I. Post Information

Job Title: **Programme Officer (HACT)** Supervisor Title/ Level: **Implementing Partnership Management Specialist Level 3** Organizational Unit: **Programme** Post Location: **UNICEF Refugee Response Office in Warsaw, Poland**	Job Level: **Level 2** Job Profile No.: CCOG Code: **1A02** Functional Code: **PMA** 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 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) GJP is to be used in a Country Office (CO).

Purpose for the job: The Programme Officer (HACT) reports to the Implementing Partnership Management Specialist or the Operations Manager, both at Level 3.. The Programme Officer (HACT) provides professional financial, operational and administrative assistance throughout the programming process by preparing, managing and/or executing a variety of technical and administrative tasks to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and UNICEF HACT procedure.

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 assurance activities**
3. **Review and use of HACT reports**
4. **Networking and inter-agency partnership**
5. **Innovation, knowledge management and capacity building**

1. **Support to the HACT planning during the programming process**
   - Participate in HACT planning and discussions and support the development and completion of HACT plans through research, collection, analysis and reporting of related information/data to facilitate planning and priority setting for HACT activities.
   - Provide technical and operational support throughout the process by executing/administering technical, operational and administrative transactions and preparing related materials/documentations to ensure the incorporation of HACT into the country programme
   - Prepare CO-wide micro assessment and assurance plans in collaboration with other programme staff and relevant operations colleagues
   - Prepare information on shared implementing partners to facilitate joint planning and execution of micro assessments and audits in line with the UNICEF HACT procedure.

2. **Support to implementation of HACT activities**

   - Serve as the reference person on HACT implementation in the office.
   - Facilitate the execution of HACT activities undertaken by external service providers through scheduling, arranging briefings and related administrative needs to ensure service providers have appropriate and comprehensive information for effective and efficient completion of assignments.
   - Conduct and/or coordinate spot checks of implementing partners in collaboration with other CO staff.
   - Support the preparation of HACT implementation status report in InSight through collation of implementation information from relevant CO colleagues.
   - Contribute to the development and monitoring of implementation of CO HACT related SOPs and internal procedures, including for escalation of issues identified through assurance activities.

3. **Review and use of HACT reports**

   - Support the recording and updating of risk ratings of implementing partners in VISION through review of the Vendor Master and provision of relevant information to appropriate colleagues in the CO.
   - Establish a central repository for HACT decisions, documentation and reports to provide timely and current information to facilitate implementation of HACT in the CO.
   - Review assessments and programme assurance reports to identify areas of weaknesses related to the implementation of HACT and keep supervisor/partners informed of findings for timely action and/or intervention.

4. **Networking and inter-agency partnership**

   - Provide technical information and 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, synthesize and share lessons learned from HACT and its implementation for integration into broader knowledge development planning and management efforts.
   - Identify, synthesize and share lessons learned and best practice in the implementation of HACT.
   - Contribute to design and implementation of capacity development strategy/initiatives for implementing partners which can be supported by UNICEF through identification of

common weaknesses in financial and procurement management from review of micro assessment and assurance activity reports of high and significant risk partners.

- Contribute to the design and implementation of capacity development strategy/initiatives for CO staff to ensure that staff has the knowledge and skills to fulfill their responsibilities under HACT.

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

ii) 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 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:	A minimum of two years of professional experience in one or more of the following areas is required: programme

	development/management, financial planning and management, or another related area.
	Experience working in a developing country is considered as an asset.
	Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English and Polish is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.