



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: 106340
POST/CASE NUMBER OF SUPERVISOR:
Senior Project Coordinator/ D1, 102660
REASON FOR CLASSIFICATION: Upgrade
DUTY STATION: Amman (Outposted)
Country Office: Yemen
Organizational Unit: Yemen Service Center
Post Location: Amman - Jordan

CATEGORY: IP (International Professionals)
PROPOSED LEVEL: P-4
JOB TITLE: Programme Manager
(Coordination and Cash Transfers)
Functional Code:
ICSC CCOG Code:

II. Strategic Office 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.

Strategic office context :

Within UNICEF Yemen, the Yemen Service Centre (YSC) is responsible for the design and implementation of cash transfers to poor and vulnerable households as well as payments to civil servants and frontline workers, accompanied by strong risk mitigation measures and monitoring mechanisms, alongside a Complaints and Feedback Mechanism supporting all Country Office's programmes. The YSC was officially established in 2023, revamping the Yemen Project Management Unit (PMU), a unit that had been originally established in 2017 to manage and implement the Unconditional Cash Transfer Programme – UNICEF's largest cash transfer project, funded by World Bank/IDA, which serves over 9 million people from around 1.4 million vulnerable and poor households across Yemen.



Purpose for the job:

Under the direct guidance of the Senior Project Coordinator, the incumbent will be part of the core team involved in the the Unconditional Cash Transfer Programme redesign and its roll-out, while leading on the enhanced monitoring approach promoting generation of quality data for decision making and improved data analysis to determine programme's impact on the ground. In addition to leading on the coordination within YSC and with Programme Sections on these various projects/payments, the incumbent will also oversee the monitoring, fraud management, safeguarding, knowledge management/communication and reporting components as part of the broader programme knowledge management, risk and quality assurance systems.

III. Key functions, accountabilities and related duties/tasks:

1. Programme Coordination, Development and Management

Co-leads the redesigning the Unconditional Cash Transfer Project and its roll-out, assessing the technical, institutional and financial feasibility and constraints in collaboration with relevant stakeholders.

Collaborates and coordinates with Programme Sections on the delivery of cash transfers and payments. Prepares recommendations for inclusion in formal programme documentation, and new approaches, methods and practices. Establishes YSC workplans and coordinates with relevant stakeholders for its implementation.

Provides leadership in provision of technical advice, negotiation, advocacy and promotion of UNICEF Yemen goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation in particular with the World bank given the close and daily relationship in managing the Unconditional Cash Transfer Programme.

2. Programme Monitoring and Evaluations

Leads the enhanced monitoring approach promoting generation of quality data for decision making and improved data analysis to determine programme's impact on the ground, liaising

with Social Policy Section, Planning Monitoring and Reporting Section, Regional Office, HQ, the World Bank and other donors and other relevant stakeholders as required.

Provides overall management to the YSC monitoring activities, ensuring the availability of useful, valid and reliable information on cash-based interventions

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

Carry out a rigorous and transparent approach to evaluation and participate the major programme evaluation exercises in consultation with the YSC Management, the Evaluation Manager and others to improve efficiency and quality of programme delivery.

3. Knowledge Management and Reporting

Ensures that YSC cash initiatives are supported by knowledge management through data collection and analysis, complete and accurate reporting. Provides guidance and oversight to the development of all donor reports, newsletters, donor updates and other communication products prepared for internal and external audiences on YSC related activities.

Prepares relevant programme reports required for management, donors, budget reviews, programme analysis, annual reports, etc.

4. Fraud Management and Safeguarding

Collaborates with the Operations Section, Programmes and other relevant stakeholders to establish and maintain sound internal controls supportive of programming endeavours, particularly on fraud management and safeguarding.

Provides overall management to the Fraud team within YSC. Leads on the enhancement of the fraud management system and related reporting.

Coordinates and collaborates with the Risk Management Unit, service providers, implementing partners on the enhancement and implementation of safeguarding measures for the Unconditional Cash Transfer Programme.

5. Optimum Use Of Program Funds

Establishes and supervises programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Take appropriate actions to optimize use of programme funds. Ensures programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.

6. Rights-Based and Results-Based Programme Management Approach

Adopt rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Formulate consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.

Prepare and submit viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme, new initiatives and management issues to ensure achievement of stated objectives.

7. National and Local Capacity Building/Sustainability

Provides partners with technical support and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability. Ensure the building and reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

IV. Impact of Results

Unconditional Cash Transfer Programme and other YSC cash based initiatives strengthened by strong coordination, knowledge management, quality assurance and risk management systems. Evidence generation supporting programme performance, decision making and implementation enhancements. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking.

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 ()
- Demonstrates Self Awareness and Ethical Awareness ()
- Works Collaboratively with others ()
- Builds and Maintains Partnerships ()
- Innovates and Embraces Change ()
- Thinks and Acts Strategically ()
- Drive to achieve impactful results ()
- Manages ambiguity and complexity ()

iii) 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)
- Drives 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:	Advanced university degree in Social Sciences, International Relations, Social Policy, Social Development, Community Development, or other relevant disciplines
Experience:	At least eight years of relevant professional work experience. <ul style="list-style-type: none"> • Experience with large-scale cash transfer programmes in Emergency contexts is required, including on monitoring, fraud management and safeguarding. • Familiarity working with the World Bank especially in Cash Transfer is a preferred asset.
Language Requirements:	Fluency in English, written and communication skills. Knowledge of Arabic or another UN language is considered an asset.

VII. Child Safeguarding	
IS THIS ROLE A REPRESENTATIVE, DEPUTY REPRESENTATIVE, CHIEF OF FIELD OFFICE, THE MOST SENIOR CHILD PROTECTION ROLE IN THE OFFICE, CHILD SAFEGUARDING FOCAL POINT, OR INVESTIGATOR (OIAI)? *:	No
IS THIS POST A DIRECT CONTACT ROLE IN WHICH INCUMBENT WILL BE IN CONTACT WITH CHILDREN EITHER FACE-TO-FACE, OR BY REMOTE COMMUNICATION, BUT THE COMMUNICATION WILL NOT BE MODERATED AND RELAYED BY ANOTHER PERSON? *:	No
IS THIS POST A CHILD DATA ROLE IN WHICH INCUMBENT WILL BE MANIPULATING OR TRANSMITTING PERSONAL-IDENTIFIABLE INFORMATION ON CHILDREN SUCH AS NAMES, NATIONAL ID, LOCATION DATA, OR PHOTOS)? *:	No
THE SELECTED CANDIDATE FOR THIS POSITION WILL BE REQUIRED TO ENGAGE WITH VULNERABLE CHILDREN*:	No