



**UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE**

## I. Post Information

Job Title: **Programme Officer (Social Assistance)**  
Level: **NOB**  
Contract Type: **Temporary Appointment**  
Post Number: **LEBXXXXX**  
Supervisor Title/ Level: **Social Protection Specialist, P4**  
Organizational Unit: **Programme, Social Policy**  
Post Location: **Beirut, Lebanon**  
Post Number: **XXXXX**

Job Level: **NOB TA**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

## 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 future of an entire generation of children is at stake as Lebanon struggles simultaneously with one of the world's worst economic depressions in modern history, the COVID-19 pandemic and the aftermath of the massive August 2020 Beirut Port explosions rapidly rising vulnerability and exacerbating inequalities. As part of its response to the ongoing crises, UNICEF Lebanon country office (LCO) is implementing a range of cash transfer programmes as part of an overall strategy to scale-up social assistance to address socio-economic vulnerabilities and provide assistance to individuals facing various vulnerabilities across the lifecycle. This includes the Child Grant programme known as "Haddi" as well as two new cash programmes, a new National Disability Allowance and Cash for Education programmes. They are implemented by UNICEF in collaboration with the Ministry of Social Affairs and Ministry of Education.

The "Haddi" Child Grant aims to support households and children to cope, limit cuts in spending on children and stem the rise in negative-coping strategies. It reaches over 90,000 vulnerable children identified through UNICEF's service provision and partners and linking them with complementary services. At the same time, UNICEF and ILO have just signed a new partnership

with the European Union to launch a new national disability allowance that will provide direct income support to at least 20,000 people living with disabilities starting in the first quarter of 2021. Finally, UNICEF is planning a cash for education programme to enable access and retention in formal education for 45,000 non-Lebanese vulnerable girls and boys. While the amount of available resources may change, UNICEF has demonstrated strong commitment to continuing with humanitarian cash programs at the global, regional and county office levels, and the LCO has been and will seek to continue to be at the forefront of innovative programming in this area.

UNICEF Social Policy teams manage and implement directly the cash-based programmes of UNICEF Lebanon Country Office in cooperation with other sections and with partners in the field. In addition to a well-built data and information management system (MIS) it is essential to (1) gather, compile, organize and analyse data coming from different sources in order to have a comprehensive and precise data for programmatic needs, resource mobilization and reporting; (2) implement and oversee rigorously all operational processes from registration, distribution, payment and reconciliation in accordance with both UNICEF and the common cash system (LOUISE) operational standard operating procedures; and (3) support in the programmes development, planning, execution and monitoring.

**Purpose for the job:** Under the general supervision and guidance of the supervisor, the Programme Officer (Social Assistance) will provide guidance and technical assistance to support the UNICEF Lebanon country office in launching and implementing cash transfer programmes to contribute to achieving results for children. The Programme Officer (Social Assistance) will provide technical support for the design, planning, implementation management, monitoring of UNICEF's cash transfer programme/project activities, that is consistent with UNICEF rules and regulations and supports the national social assistance system. The Programme Officer (Social Assistance) on will be accountable for providing a structure that supports the efficient management of data analysis and information management in the context of UNICEF cash programmes. Beyond this he/she also supports the Program Manager(s) to implement core processes and activities of the program(s) as well as the head of section in programme reporting.

### **III. Key functions, accountabilities and related duties/tasks**

#### **Summary of key functions/accountabilities:**

- **Cash based assistance, design, planning and implementation**
- **Operational oversight, monitoring and reporting of cash transfers**
- **Knowledge Management and capacity building**
- **Partnership, Coordination and Collaboration for cash transfer programmes**

#### **1. Cash based assistance, design, planning and implementation**

- Provide technical inputs on UNICEF strategic positioning on cash in emergencies in Lebanon.
- Analysis of data and information to support cash transfers programme design, including setting benefit levels, targeting criteria, costing, among others, as needed by the section. Ensure operational linkages and referral between UNICEF cash assistance and relevant social sectors with partners in the field.
- Operational planning for the rollout of the national disability allowances, including cash transfers that are linked with referrals with social services, by developing work plans and follow up on its implementation including identification, verification, distribution and referrals to complimentary services, among other.
- In coordination with education section, oversee the operationalization and implementation of the new Cash for Education programme
- Ensure analysis of complaints and feedback received through different communication channels and ensure follow up by implementing partners.

- Conduct risk assessments and propose risk mitigation measures for the use of cash in emergencies in the specific country context of Lebanon.

## **2. Operational oversight, monitoring and reporting of cash transfers**

- Operations analysis of cash-transfer programmes, including registration, payment, verification exercises, etc., to identify areas of poor performance, bottlenecks, and identify solutions such as design improvements, additional trainings and technical support.
- Data management related to the implementation of core activities for the implementation of cash transfer programmes (including registration, verification, payment, etc.) including, collection compilation, analysis and reporting.
- Managing UNICEF's existing MIS, ensuring effective registration, validation and management of complains and feedback whilst maintaining standards of privacy and confidentiality of beneficiary information.
- Implement a sound monitoring and evaluation system for cash-transfer and undertake field visits to monitor and assess programme implementation and decide on required corrective action.
- Provides support in the implementation of Post-Distribution Monitoring exercises, ensuring quality data collection and implementation of surveys and presentation of key findings.
- Liaise with the Cash for Education Programme Officers, ensuring the monitoring activities are understood and completed.

## **3. Knowledge Management and capacity building**

- Produce knowledge management products for the cash transfer programmes through data collection and analysis, process documentation, complete and accurate reporting as well as generating internal guidelines and documenting lessons learned.
- Provides capacity development activities related to performance monitoring, programme development, and related internal UNICEF systems and tools.
- Develop and update internal operations manual for cash-transfer that is aligned with the inter-agency cash operational procedures (LOUISE), and deliver capacity building trainings for partners.
- Prepare programme reports required for management, donors, budget reviews, programme analysis, annual/quarterly reports and workplans, and/or inter-agency coordination groups at the country and regional levels.

## **4. Partnership, Coordination and Collaboration for cash transfer programme**

- Propose to his/her supervisor potential partnerships and collaboration with internal and external counterparts in order to support the implementation of cash-transfer programmes, and with a particular emphasis on inclusion for reaching people living with disabilities.
- Support inter-agency collaboration on cash in emergencies, particularly to support the participation in the cash coordination group, inter-agency cash platform (LOISE) and other coordination forum related to cash assistance in Lebanon, as required.
- Identify implementing partners, and contribute to partners implementation efforts, ensuring that cash-transfer programmes are child-centered, contribute to cross-cutting results and are inclusive for gender and persons living with disabilities.
- Any other tasks as required.