## *Sub-section: Specific JD Template*

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| **I. Post Information** | |
| Job Title: **Quality Assurance Officer**  Supervisor Title/ Level: **Deputy Representative, Operations – P5, 83666**  Organizational Unit: **Operations**  Post Location: **Lebanon, Beirut** | Job Level: **NOA**  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

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| **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**  :  In line with the office’s focus on Quality Assurance, and as LCO’s risk register now contains 34 risk (by end 2020), the strategic shift is by following the approach to strengthen and streamline the quality assurance capacity in the office having the overall Lebanon complex context in addition to managing emerging risks associated with cash transactions, partners risks profiles and all risks emerged from the assurance activities.  **Purpose for the job**:  Under the general supervision and overall guidance of the Deputy Representative, Operations, the post is responsible for carrying out proactive and systematic quality assurance activities of all activities implemented under the UNICEF Country Programme, in order to provide an independent and objective assessment of the rationale, adequacy and effectiveness of the Country Office's risk management and operations internal control framework, processes and systems. |

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| **III. Key functions, accountabilities and related duties/tasks:** |
| **1. Strengthening accountabilities**   * Review internal work process in Programme and Operations to make sure that accountabilities are clear and placed at the adequate level as per global policies and/or best practices * Periodically conduct a quality review of the table of authority to ensure compliance with the existing policies; * Periodically test compliance with the Table of authority and adherence to the delegation of authorities in line with UNICEF policies and Procedures; and * Formulate recommendations on actions to be taken to enforce and strengthen accountabilities.   **2. Enforcing and strengthening internal controls to ensure that systems are in place to prevent, detect and report non-compliance**   * Assess completeness, adequacy and compliance of work processes in Programme and operations for effective programme implementation * Implement a risk-based system to periodically and systematically review a sample of programme implementation activities to ensure they are carried out according to established work processes and in compliance with UNICEF policies and Procedures * Maintain a system to document and report weaknesses in internal control * Participate and contribute as necessary in office internal and external audits, EU verification missions and ECA exercises, and follow up and help in implementing actions aimed at addressing internal controls gaps and building the capacity of responsible staff * Assist in the follow-up on the implementation of the internal/external audit recommendations and provides feedback on the status to the supervisor * Assist in the identification of operational and programmatic risks and weaknesses and make recommendation to mitigate them. * Assis in managing the office risks through eGRC   **3. Promoting value for money, cost effectiveness and efficiency**   * In reviewing work processes and enforcing internal controls, the incumbent should systematically identify opportunities for more efficiency and value for money; and * Maintain a system to collect information on losses of resources (Cash, Assets, Supplies, etc.), report to the supervisor and recommend measures to be taken to minimize such losses.   **4. Supporting implementation of an Anti-Fraud Strategy at the country office level**   * Contribute to the operationalization of the global anti-fraud strategy at the CO level * Support in collecting evidences to respond to OIAI’s queries when initially assessing allegations of wrongdoings or during actual investigations; and * Identify lessons learned from investigations and measures to be taken accordingly.   **5. HACT Assurance Activities:**   * Assist in HACT assurance activities (planning, implementation, follow up, capacity building…) in coordination with the Programme Specialist – HACT.   **6. Undertake specific tasks as advised by the Supervisor**, with due consideration to the level of technical expertise required for this position which shouldn’t be involved in the day-to day Programme and Operations activities.   |  | | --- | |  | |

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| **IV. Impact of Results** |
| The incumbent will contribute on the recommendation of the appropriate application and interpretation of rules, regulations, policies and procedures, as well as on work priorities, which affect the efficient programme delivery. This post will assist directly the Deputy Representative, Operations and Admin-Finance Specialist carrying all quality assurance functions in the CO and FOs and work closely with the Programme Officer (HACT) in all HACT related activities. |

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| **IV.1 Child Safeguarding Risks** |
| **CHILD SAFEGUARDING**  Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work, UNICEF personnel or UNICEF associates. The risks may include those associated with: physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.  Certain UNICEF positions present elevated child safeguarding risks (“elevated risk roles”) and candidates and/or incumbents may be subject to more rigorous vetting and training. Roles may be elevated risk roles because of significant unsupervised direct contact with children, their data, having a role in responding to safeguarding incidents, or being otherwise assessed as presenting an elevated risk. This position has been identified as not being an elevated risk role, and/or an assessed risk role.  *Note: To appropriately categorize this position, please refer to the* [*Guidance on Identifying & Assessing Elevated Risk Roles*](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/HR-Guidance-on-How.aspx) *for this job profile and remove non-applicable description in the highlighted area above.* |

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| **V. Competencies and level of proficiency required** | |
| **Core Values**   * Commitment * Diversity and inclusion * Integrity   **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) | **Functional Competencies**:   * Deciding and Initiating Action (1) * Following Instructions and Procedures (1) * Entrepreneurial Thinking (1) * Analyzing (2) * Applying Technical Expertise (2) * Planning and Organizing (2) |

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| **VI. Recruitment Qualifications** | |
| Education: | A University Degree (Bachelor’s) in one of the following areas is required:   * Business Administration / management * Financial management * Accounting * Public Finance * Or any other related fields |
| Experience: | * 2 years of relevant experience in audit, internal controlling, accounting, budget and financial planning, or management and oversight at the international and/or in a developing country is required * Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages * Experience in handling of web-based management systems and ERP financials, preferably SAP is an asset * Relevant experience in financial monitoring and evaluation and risk management in a UN system agency or international non-profit organization is an asset |
| Language Requirements: | Fluency in English and Arabic is required. Knowledge of French is an asset. |