



SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Senior Program Associate**

Supervisor Title/ Level: Resource Mobilization and Partnerships Manager/ P4

Organizational Unit: **Resource Mobilization and Partnerships Unit (RMPU), Dep. Rep-Programme's Office**

Post Location: Dhaka

Job Level: **GS7**

Job Profile No.:

Job Classification Level:

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 :

The 2022-2026 Government of Bangladesh-UNICEF country programme of cooperation is based on impressive socio-economic development achieved by Bangladesh over the last few decades. It contributes to the country's Eighth Five-Year Plan (2020-2025) with its focus on: rapid recovery from COVID-19; inclusive growth that lowers poverty and improves economic and social equity; sustainable development resilient to disaster and climate change; successful management of urbanization; development of critical institutions; and attaining the Sustainable Development Goals.

Bangladesh has been one of the fastest growing economies over the last one and a half decades. An expected graduation from the Least Developed Country (LDC) status in 2026 may attract more foreign direct investments while introducing new challenges including the loss of favourable trade terms and reduced ODA inflow.

Bangladesh has maintained a high pace of poverty reduction and its below-poverty-line population was reduced to 21.8% of the total population in 2018. At the same time, income disparity as measured by Gini coefficient has been consistently rising since 1990s. There are significant risks of the reversal of trends for both poverty and disparity reductions due to the impact of COVID-19 pandemic. Bangladesh is ranked as 133 out of 189 countries both regarding human development and gender inequality. Resource allocations to social sectors have historically been low compared with international averages with spending on health as percentage of GDP being the lowest and on education the third lowest in the world.

Resource Mobilization and Partnerships Unit (RMPU) of UNICEF Bangladesh is located within the Office of Deputy Representative- Programme and reports under the Programme efficiency Outcome at the Country office level. The key objective of RMPU is to mobilize resources to support the achievement of programme outcomes set in the Country Programme Document of UNICEF Bangladesh. The RMPU Strategy and Donor Action Plan is developed through a consultative process, which provides necessary pathway for mobilization of resources for children in Bangladesh.

Resource mobilization comprises fundraising and partnership development both with public as well as private sector to secure financial and non- financial resources for UNICEF-supported programmes. The overarching goal of the RMPU Strategy of UNICEF Bangladesh is to ensure that Public and private sector income growth is sustained and further accelerated to support UNICEF's contribution to protection of child rights in Bangladesh. RMPU also provides stewardship and technical support to various 'Business for results' (B4R) initiatives within the Country office through active engagement and partnerships with the private sector.

Purpose for the job:

The position of Senior Program Association (GS7) will be reporting to the Resource Mobilization and Partnerships Manager (P4) and will be responsible to support all operational aspects of RMPU's mandate in Bangladesh Country office. S/he will function under the direct supervision of RMP Manager and in close association with other team colleagues. S/he will also be responsible for a range of tasks which would require close and quality collaboration with colleagues in various Programme Sections and with Senior management.

Under the supervision of the Resource Mobilization and Partnerships Manager (P4), the Senior Programme Assistant will support the RMPU through providing a range of procedural, administrative, and operational support in developing, implementing, executing and monitoring various workstreams for mobilization of resources and partnership work whilst ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

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

I. Resource person:

- a) Respond to a variety of inquiries and requests for information and/or documentation internally and externally - i.e., from Programme Sections and field Offices, NatComs, Donors and partners;
- b) In the area of records and archives management, identify material for storage and preservation. In accordance with the Organization's policies, undertake archiving, ensuring that both printed and digital records of long-term value are accurately and appropriately captured and classified to enable their retrieval as a corporate resource.
- c) Support to information Sharing for RMPU, various Units under Office of DRP and Office of the Representative;
- d) Facilitate the development and maintenance of the RMPU ECM site and other knowledge management tools and platforms available to RMPU team members;
- e) Support the drafting and dissemination of RMPU strategy (including B4R strategy and Donor Action Plan) and other products within and outside UNICEF.

II. Support to Financial Control:

- a) Maintain unit/work plans and budgets as well as off line financial status reports for RMPU work plans.
- b) Monitor and advise account managers and budget owners within RMPU on financial status of projects/ contracts directly managed by RMPU and potential over-expenditures and recommend possibilities for reallocation to ensure the optimum use available funds.
- c) Support Finance Section, PMR and Office of Deputy Representative-Programme with allocation/ reallocation of funds to meet salary gaps of RMPU team members;
- d) Review and process payments in VISON related to Funds Commitments, PO, advances and other payments. Check the requests have the necessary supporting documents, usually the original document, validity of the charge, they are certified by the staff responsible and are coded correctly. File the transactions and the related supporting documents regularly and share copies with relevant sections as required.
- e) Process budget revisions of RMPU- managed projects/ contracts for approval of the Chief;
- f) Submit periodic financial reports for management oversight, monitoring and review and confirm availability of funds as required.
- g) Provide relevant information for the response to audits, contracting of consultants or other service providers.
- h) Facilitates with S&P section and other relevant colleagues on the processing of contracts for consultants and external partners that provide a service to the section. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in vision, and making necessary logistical arrangements.
- i) Responsible for collecting invoices and filing documents for approval and, thereafter processing in vision.
- j) Prepare various analysis and presentations for supporting with decision making process within RMPU as advised by Supervisor.

III. Events and Conferences:

- a) Supports capacity development activities, knowledge events and unit meetings by making the logistical arrangements (including sending meeting invites over MS Teams/ Zoom/ other existing e- meeting platforms), through engaging with facilitators, caterers and hosts.
- b) Liaises with budget focal points and section over costs and needs for organizing such events and conferences.
- c) Prepares and maintains agendas and meeting minutes on meeting and events related to the work group commitments;
- d) Organize meeting lunches and dinners between Senior management of BCO and donors.

IV. Provide logistical support on donor visits and other external activities:

- a) Coordinate all aspects of organization of donor visits in close conjunction with relevant account manager within RMPU, programme sections and other relevant colleagues in BCO and Donors;
- b) Support on pre-departure, in-country and post-return logistical requirements;
- c) Organize and document visit itineraries which maximize on donor experience and potential for increased resource mobilization;
- d) Contribute to documentation of post-donor visit reports.

V. Travel:

- a) Provides travel assistance to staff in RMPU for travel arrangements and entitlements based on the organization's rules and policies. Liaises with relevant travel focal points to ensure that proper coordination on all aspects of official travel by RMPU team members;
- b) Liaises with Admin and Operations staff members to provide bespoke support on issues relating to related administrative matters such as tickets, visas, security clearance, documentation procedures, etc;
- c) Act as an oversight to ensure that all travel related reporting and documentation is completed by concerned Team members in the system well within time for ensuring programme efficiency and due adherence to office KPIs on such matters;
- d) Assist in the preparation of leave and travel plans, including on budgets for travel costs and maintain travel budgetary control records.

IV. Impact of Results

The efficiency and effectiveness of the support provided by the senior programme assistant to the development, implementation and monitoring of RMPU strategy, (including Donor Action Plan and B4R strategy), which in turn will enhance RMPU's capacity to support programme delivery by UNICEF in ensuring the right of the most vulnerable women and children of Bangladesh.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- 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)

VI. Recruitment Qualifications	
Education:	Completion of secondary education, preferably supplemented by technical or university courses in a field related to the work of the organization.
Experience:	<ul style="list-style-type: none"> At least 7 years-experience in administrative services or related area is required. Experience working within a development organization is desirable. Experience working with development of donor proposals, concepts and assets is desirable. Excellent in use and maintain databases. Excellent working knowledge of UNICEF electronic systems (VISION, etc) and other computer applications (Word, Excel, PowerPoint). Very good written and verbal communication skills. Ability to work in a team.
Language Requirements:	Fluency in English and Bangla (speaking, reading and writing) is required.

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. <i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) <i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is this a Safeguarding response role* <i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
---	---

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.

