



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

### I. Post Information

Job Title: **Programme Associate**  
Supervisor Title/ Level: **Chief, Education /P4**  
Organizational Unit: **Programme**  
Post Location: Refugee Response Programme,  
Warsaw, Poland

Job Level: **G-6**  
CCOG Code: **2A02**  
Functional Code: **PMA**  
Job Classification Level: **G-6**

### 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 Generic Job Profile for the Programme Associate at the **G-6 level** is to be used in a UNICEF office, in one of the programme sections.

This GJP covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the GJP. If this is the case, this can be made clear in work plans and/or individual performance plans.

#### **Purpose for the job:**

Under the supervision and guidance of the supervisor, the programme associate supports the respective section (s) by carrying out a range of programme support functions to help develop, implement and monitor their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Programme Associate works in close collaboration with a range of staff in the ROO, external partners and agency counterparts in support of programme design and delivery. S/He provides

regular feedback on the status of projects through monitoring milestones and advises on improvements to keep activities on track.

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

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

- Facilitating the development of programme cooperation agreements (PCAs) by providing information and drafting selected sections of it.
- Ensuring the timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).
- Conducting programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.
- Helping conduct regular spot checks of partner's projects to assess their financial record-keeping, expenditure controls and reporting systems.
- Monitoring and tracking the efficient distribution of supplies that are required for effective programme delivery.
- Supporting the programme section in researching, compiling and analyzing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate programme delivery as well as preparation of reports, working papers and presentations.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and making amendments and alterations as per section revisions when necessary.
- Carrying out transactions in VISION pertaining to grants and programme-related items for his/her section including but not limited to registering grant allotments and tracking expiring programme grants.
- Preparing monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
- Regularly monitoring budgets and financial expenditures of section by employing applicable tools, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision and/or follow up.
- Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- Supports capacity development activities related to programme development by preparing training materials and participating in exercises.

### **IV. Impact of Results**

S/He is accountable for the full spectrum of administrative and project/programme support

activities. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities. Accurate programme monitoring and recommendations, data entry and presentation of information ensure proper programme decision-making.

## **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 (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

### **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. Skills

- In-depth knowledge of the administration which underpins UNICEF country office programme/project operations, including monitoring and evaluation processes.
- Strong organizational, planning and prioritizing skills and abilities.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Strong office management skills.
- High attention to detail.
- Ability to effectively manage the section's material resources and monitor its budget.
- Good analytical skills.
- Experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint

## VII. Recruitment Qualifications

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|------------------------|--|
| Education:             | <p>Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.</p> <p><i>A completed Bachelor's or Master's degree from an accredited institution may be counted as an additional 2 or 3 years toward the minimum work experience requirements.</i></p> |
| Experience:            | <p>A minimum of six years of administrative or clerical work experience is required.</p> <p>Prior experience in programme support functions is an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>   |
| Language Requirements: | <p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>  |