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|  | **UNITED NATIONS CHILDREN’S FUND****GENERIC JOB PROFILE (GJP)** |

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| **I. Post Information** |
| Job Title: **Programme Associate**Supervisor Title/ Level: **HACT Programme Specialist** Organizational Unit: **Programme**Post Location: **UNICEF Country Office** | Job Level: **G-6**CCOG Code: **2A02**Functional Code: **PMA**Job Classification Level: **G-6** |

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| 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.**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 CO, 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.  |

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| III. Key functions, accountabilities and related duties/tasks:**Summary of key functions/accountabilities:** **I – Provide administrative support of implementation of HACT in Maputo UNICEF Mozambique****II – Follow up System on HACT assurance plan****III– e-Tools implementation** |
| **I – Provide administrative support of implementation of HACT at Maputo UNICEF Mozambique*** Based on HACT Assurance plan requirements review all documentations submitted by the sections and timely share with the service provider for the respective assurance activities.
* Prepare letters to partners on schedule dates of the respective assurance activities.
* Organize all logistics related to HACT trainings.

**II – Follow up System on HACT assurance plan*** Compile MA, SC and Audit HACT Assurance report findings and recommendations to be reviewed by HACT committee for analysis and categorization.
* Compilation participants feedback survey (to improve future trainings).

**III – e-Tools implementation*** Create all eTools engagements related to HACT Assurance activities
* Lead the process of uploading and maintain all relevant documentation on e-Tools in collaboration with all PAs
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| IV. Impact of Results  |
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| 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.  |

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| **V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)** |
| **Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**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)
* Drive to achieve impactful results (1)
* Manages ambiguity and complexity (1)

**Functional Competencies** * Analyzing (2)
* Applying technical expertise (2)
* Planning and organizing (2)
* Following Instructions and Procedures (2)
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| **VI. Skills** |
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| * 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
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| VII. Recruitment Qualifications |
| Education: | Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.  |
| Experience: | A minimum of six years of administrative or clerical work experience is required. Prior experience in programme support functions is an asset.Relevant experience in a UN system agency or organization is considered as an asset. |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.  |