

## Terms of Reference for Temporary Appointment<sup>1</sup>

TA – Monitoring Officer - Budget and Finance (SUN II), NO-2, 364 days, Lusaka, Zambia

### Purpose:

Under the supervision of the Nutrition Section Chief, the incumbent will ensure that The Monitoring Officer - Budget and Reporting- SUN II (TA) will provide oversight for the budget and financial utilization process for the SUN II programme and support the production and timely dissemination of high-quality programme documents and communications – including but not limited to correspondence, progress notes, and records of meetings, workshop reports, donor updates, donor financial and narrative reports and case studies. The materials the Specialist will produce are destined for a varied audience the majority of whom will be technical.

### Responsibilities and Tasks:

The Monitoring Officer - Budget and Finance (TA) will be required to complete the following tasks:

#### 1. Budgetary and Financial Utilization Overview and Support

- Assist in dissemination of UNICEF Standard Operating Procedures for financial disbursements and liquidations to SUN II implementing partners with support from Programme Assistant.
- Receive and quality assure financial reports from districts and other implementing partners and liaise with Management and the Programme Assistant to facilitate disbursement of funds.
- Monitor disbursement and utilization of programme funds by SUN II implementing partners with support from Programme Assistant and prepare updates on utilization rates as required.
- Collate financial utilization reports from SUN II implementing partners and liaise closely with the Operations Section in ensuring the correctness of entries (for reference/reporting/auditing purposes).
- Liaise with UNICEF HQ for quality assurance of financial and general reporting documents before submission to the donors based on the specific requirements by each of the four donors.
- Support any audit requirements for the SUN II programme by engaging effectively on such process in troubleshooting and problem solving as necessary and alerting Senior Management to problems in a timely manner.
- Support follow up of cash transfers to partners and government in line with UNICEF procedures.
- Provide financial monitoring and reporting technical support to partners and government as appropriate.
- Analyze and share periodic status of utilization of funds per expenditure category in line with UNICEF guidelines as well as the specific donor guidelines.

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<sup>1</sup> AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

## 2. Reporting:

- Manage the process of submission of donor financial reports, ensuring that the UNICEF and donor report submission guidelines and procedures for quality and timeliness are respected and implemented.
- Provide quality control and editorial support, including editing and rewriting of financial documents as needed and ensuring all content is factual and grammatically correct.
- Prepare financial and narrative updates and document sets for internal and external SUN II/MCDP related meetings.
- Prepare financial reports for submission to the donor, UNICEF and government as per contribution agreement.

## 3. SUN II Programme Monitoring and Internal Coordination Support:

- Support day-to-day tracking and documentation of progress updates collected from internal UNICEF communications, and UN agency a, government communication on the programme, with support from Planning, Monitoring and Evaluation Officer as well as from UNICEF Finance team, NFNC and other UN sister agencies; Coordinate with the Programme assistant for monitoring and archiving of all financial and administrative documents linked to the SUN II programme electronically and in hard copies.
- Create, maintain and update SUN II programme knowledge bank on Zambia Country Office (ZCO) shared drive

## Minimum Qualifications and Competencies

- Bachelor's degree in one of the following areas: Social Sciences, Economics, International Development or related field;
- At least two years of professional work experience in international organizations on complex programs with focus on grant management, budgeting, donor reporting and editing required.
- High level of fluency in written and spoken English.
- Advanced user level competency of MS Office suite required.
- Outstanding skills in Excel, including data analysis and development of charts and graphs, required.
- Demonstrated experience in working in international development with government partners, international organizations and donors.
- Proven documentation and knowledge management for multi donor funded projects required.
- Ability to research, analyze, evaluate and synthesize information.
- Proven ability to express ideas and concepts in written and oral form clearly and concisely; excellent skills in report writing and editing.
- Knowledge of EU contractual procedures for development funding desirable.
- Prior experience of working in Africa would be an asset.
- Excellent teamwork skills.

## Budget Reference:

[WBS 4980/A0/05/400/003/001](#) and [Grant SC200636](#)

Competency Profile:

Core Values (Required)

- Care
- Respect
- Integrity
- Trust and
- Accountability

Core Competencies (Required)

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others
- Nurtures, leads and manages people *(for supervisors only)*

Requested and Prepared by:  
Josephine Ippe, Section Chief, Nutrition Section



- Signed on 18t May 2022

Signature and date

Reviewed by:  
Eithar Kheiri, HR Specialist



- signed on 18 May 2022

Signature and date

Approved by  
Penelope Campbell, Representative



18 May 2022

Signature and date