

TERMS OF REFERENCE

Title:	Sr. Programme Associate (Data)
Level:	GS-7
Appointment Type:	Temporary Appointment
Duration:	364 days
Duty Station:	Abuja, Nigeria
Reporting to:	Information Management Officer

BACKGROUND

The Health Section of the UNICEF Nigeria Country Office (NCO) supports the Government of Nigeria in rolling out child survival interventions at the country and State levels in Nigeria. These interventions are key to reducing the extremely high rates of maternal, infant, and child mortality, and poor child development in Nigeria.

UNICEF Health Section in Nigeria would like to increase efficiency and robust payment processes using Humanitarian Cash Operations and programme Ecosystem-**HOPE**, which will enhance programme implementation in Polio, non-polio SIAs, and Routine Immunization activities.

PURPOSE

The Senior Programme Associate (Data) will work closely with the Information Management Officer (IMO) and report to Health Manager to effectively manage the direct transfer of cash to beneficiaries through the Humanitarian Cash Transfer Management Information System Management Information System (HOPE MIS). The Senior Programme Associate (Data) will play a crucial role in the collection, management, monitoring, and reporting of beneficiary information on the HOPE platform.

This position is essential for ensuring the efficient collection, processing, and reconciliation of beneficiary data and payments in alignment with UNICEF's humanitarian cash transfer policies. HOPE is UNICEF's humanitarian cash transfer management information system, designed to enhance the administration of cash transfer programmes by providing a comprehensive platform for beneficiary data collection, programme association, payment management, and reconciliation.

UNICEF has collaborated closely with the government at national, state, and ward levels during outbreak responses and planned Supplemental Immunization Activities (SIA). The need for direct payment to beneficiaries has become crucial for efficient programme delivery and planning.

The HOPE Data Associate will ensure the timely processing, management, and integration of beneficiary data, and will provide regular reports on the status of cash transfers. Additionally, the Data Associate will offer feedback to the Health Section to improve programme efficiency and effectiveness. At the G-7 level, the below tasks are expected to be carried out with a high level of independence.

MAIN RESPONSIBILITIES AND TASKS

Under the direct supervision of the Information Management Officer and the strategic leadership of the Chief of the Health Section, the Sr. Programme Associate (Data) will perform the following tasks:

1. Manage recipients' data on the HOPE MIS platform, ensuring data integrity and accuracy.
2. Consolidate data from various sources including UNICEF's KoBo or ONA Collect and data collected by other partners (UN agencies, governments, etc.). Associate recipients' data with specific cash programmes within HOPE MIS.
3. Send payment lists to finance and ensure successful transmission.
4. Reconcile payments with finance, ensuring all transactions are accurately recorded and discrepancies are addressed.
5. Coordinate with IMO and field data officers on collecting payment verification information directly from beneficiaries.
6. Coordinate with IMO and HOPE HQ teams to generate regular reports on the status of cash transfer programmes, payment reconciliation, and beneficiary feedback.
7. Provide data insights and recommendations to improve programme efficiency and effectiveness.
8. Any other related work with information management and accountability mechanisms.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:

Education: A university degree in Computer Science, Information Technology, Business Administration, Social Sciences, or a related field.

For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience. A master's degree may replace an additional two years.

Experience: Two years of experience in data management, programme management, or cash transfer programmes. Strong understanding of management information systems and data collection tools (e.g., KoBo Collect). Experience in beneficiary data system for humanitarian cash transfer at field level. Excellent analytical, problem-solving, and communication skills. Experience in working with UN agencies or NGOs (UNICEF experience preferred) at interagency level. Ability to work in a fast-paced environment and manage multiple tasks simultaneously.

Language Requirements: Fluency in English is required. Knowledge of another official UN language or a local language is an asset.

UNICEF Values and Competencies

Core Values

Care, Respect, Integrity, Trust, Accountability, Sustainability

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)

Technical Knowledge

a) *Specific Technical Knowledge required (for the job)*

- Experience using Excel or any Database Management System (DBMS)
- Experience in handling complex and large-scale datasets, integration, and visualization with different sectors including health and finance, and others.
- Excellent communication & presentation skills (written & verbal) across multiple audiences with the ability to influence others while working in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- High motivation, and dedication to deliver results within strict timeframes.

Requested by:

Shaikh Humayun Kabir
Health Manager

Signature:  Date: 30-07-2024

Endorsed by:

Eduardo Celades
Chief of Health Section

Signature:  Date: 30-07-2024

Endorsed by:

Eileen Spilsbury-Williams
Human Resource Specialist

Signature:  Date: 30-07-2024

Endorsed by:

Rownak Khan
Deputy Representative (Programme)

Signature:  Date: 02-08-2024

Approved by:

Cristian Munduate
Representative

Signature:  Date: 02-08-2024