



Job Classification

[Home](#)

Classified Job Descriptions

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Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	Syrian Arab Republic (Syria)
Reason for Classification:	Title Change	Duty Station:	Damascus
Level:	NOB	Office:	
Title:	Implmenting Partnerships Management Officer	Section:	
Title Information in Parenthesis:		Unit:	
CCOG Code:	1A02	Case Number:	
UNICEF Code:	PMA	Post Number:	100640
Classified by:	Natalia Paquin	Classified Date:	6/6/2023

Organizational Context:

UNICEF Syria was established in 1970 and has been working with partners to help empower children to fully claim and enjoy their rights under the Convention on the Rights of the Child.

UNICEF works with partners across Syria to deliver supplies, services and expertise in areas of Child Protection, Education, Health, Nutrition, Water, Hygiene and Sanitation for every child. UNICEF also provides humanitarian assistance when needed.

Syria continues to face one of the most complex emergencies in the world.

Unprecedented humanitarian needs are compounded by displacement inside the country and across its borders, extensive destruction of civilian and social services infrastructure, devastating impacts on the economy, and most importantly, the breakdown of the social fabric that stitched the country together for decades.

Today, 90% of people in Syria live in poverty, most are unable to make ends meet or bring food to the table. Families have had their resources depleted, with limited employment opportunities, skyrocketing prices, and shortage of basic supplies. For most people, the current socio-economic challenges represent some of the harshest and most challenging circumstances they have faced since the beginning of the crisis 11 years ago. In 2023, 15.1 million people need humanitarian assistance. This is the highest number of people in need ever recorded in Syria since 2011. The number of children in need - more than 6.5 million - has increased by seven per cent in the past year alone. This is largely due the ongoing conflict, continued displacements, the unprecedented economic crisis, deepening poverty, and unemployment. The COVID-19 pandemic, the hike in price of commodities triggered by the overall global economic situation and the impact of sanctions are further compounding the dire situation.

Purpose of the Job:

The Implementing Partnership Management Officer provides professional technical, operational and administrative assistance throughout the programme cycle through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical information to facilitate the integration of HACT plans in all programming activities and to ensure the application of HACT and related organizational rules, regulations and procedures in the CO.

The Implementing Partnership Management Officer is responsible for providing technical and administrative support to ensure quality, effective and efficient management of

Key functions, accountabilities and related duties/tasks:

implementing partnerships in the country office in line with respective operational policies, procedures and mainstreaming of risk based implementing partnership management at the CO level.

1. Support to the HACT planning during the programming process
Participate in HACT planning and discussions and support the development and completion of HACT plans through research, collection, analysis and reporting of related information/data to facilitate planning and priority setting for HACT activities.
Provide technical and operational support throughout the process by executing/administering technical, operational and administrative transactions and preparing related materials/documentations to ensure the incorporation of HACT into the country programme.
Participate in the review of financial and reputational risks in the transactions carried out by the implementing partners and raise flags when action is needed to be taken by management.
Support the preparation of CO-wide micro assessment and assurance plans in collaboration with other programme staff and relevant operations colleagues.
Prepare information on shared implementing partners to facilitate joint planning and execution of micro assessments and audits in line with the UNICEF HACT Procedure.

2. Technical support to implementation of HACT activities
Serves as help desk for programme and other staff on matters relating to the HACT and its implementation.
Facilitate the execution of HACT activities undertaken by external service providers through scheduling, arranging briefings and related administrative needs to ensure service providers have appropriate and comprehensive information for effective and efficient completion of assignments.
Conduct and/or coordinate spot checks of implementing partners in collaboration with other CO staff and external service providers.
Contribute to development and monitoring of implementation of CO HACT related SOPs and internal procedures, including for escalation of issues identified through assurance activities.
Support the review of FACE Forms (requests and reporting) to ensure they are properly completed.
Prepare annual HACT implementation and assessment reports.
Participate in the inter-agency HACT working group activities in support of joint implementation of the HACT framework in Syria.

3. Risk management and quality assurance
Support the recording and updating of risk ratings of implementing partners in VISION through review of the Vendor Master and provision of relevant information to appropriate colleagues in the CO.
Establish a central repository for HACT decisions, documentation and reports to provide timely and current information to facilitate implementation of HACT in the CO.
Review assessments and programme assurance reports to identify areas of weaknesses related to the implementation of HACT and keep supervisor/management, programme staff and partners informed of findings for timely action and/or intervention.
Monitors and assesses adequacy of actions taken to ensure the risks are managed.
Formulate pragmatic recommendations and secures the agreement of management to mitigate the identified risks.
Support with general enterprise risk management (ERM) functions to strengthen effective office wide risk management practices.

4. Technical support to management of cash transfers / DCTs
Communicate and follow up with relevant programme sections to ensure timely liquidation of DCTs.
Review DCTs reports and support management in ensuring a consistent approach across programme areas in FACE FORM related processes.
Coordinate programme inputs for justification of DCT impairments and write offs, as necessary.
Conduct periodic quality assurance of cash transfer modalities, review of vendors in the system and DCT ageing as per the office key performance Indicators for DCTs (KPIs).
Review DCTs and initiate DCT follow-up correspondence and meetings for DCTs over six

	months.
	<p>5. Innovation, knowledge management and capacity building Identify, synthesize and share, best practice and lessons learnt from HACT and its implementation for integration into broader knowledge development planning and management efforts. Support the implementation of new office tools, such as eTools, to manage implementing partnerships and HACT activities. Contribute to design and implementation of capacity development strategy/initiatives for implementing partners which can be supported by UNICEF through identification of common weaknesses in financial and procurement management from review of micro assessment and assurance activity reports of high and significant risk partners. Contribute to design and implementation of capacity development strategy/initiatives for CO staff to ensure that staff has knowledge and skills to fulfill their responsibilities under HACT.</p> <p>6. Support to implementing partnerships management Serve as secretariat to Partnership Review Committee (PRC) and ensure support to effectively establish and monitoring of implementing partnerships. Review adequacy and completeness of all PCA/PD submissions and ensure the relevant documentation for the committee's review are submitted as per the UNICEF Programme Implementation Handbook. Assist programme staff in reviewing partner proposed budgets to ensure compliance with the UNICEF Programme Implementation Handbook. Schedule PRC meetings and record minutes for filing. Ensure submissions and final PCA/PDs are filed in central repository and updated in eTools accordingly.</p>
Impact of Results:	The effective support provided by the Implementing Partnership Management Officer to the careful planning and effective implementation of the HACT activities directly impacts on programme execution, delivery of sustainable results, and promoting national ownership and accountability for programme resources.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability

Recruitment Qualifications:

Core Competencies:

Demonstrates self-awareness and ethical awareness (1)
Works collaboratively with others (1)
Builds and maintains partnership (1)
Innovates and embraces change (1)
Thinks and acts strategically (1)
Drive to achieve results for impact (1)
Manages ambiguity and complexity (1)

Education: University degree in one of the following fields is required: Accounting, Business Administration, Financial Management, Auditing, Risk Management, Project/Programme Management or another relevant technical field.
Candidates with advance degrees in a relevant field will have an advantage.

Experience: A minimum of 2 years of professional experience in one or more of the following areas is required: programme development/management, financial planning management, Accounting, Financial Management, Audit Management, Risk Management – with hands on experience in undertaking and reporting on financial management assurance activities related to HACT and/or similar grant management oversight systems used by donor and funding agencies is required.

Experience working in a developing country is considered as an asset.

Relevant experience in a UN system agency or organization is considered as an asset.

Language Requirements: Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.

Attachments:

[HR Manager's approval .docx](#)

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