



Job Classification


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Classified Job Descriptions

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Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	State of Palestine
Reason for Classification:	Establishment of a new post	Duty Station:	Jerusalem
Level:	NOB	Office:	Operations
Title:	Implementing Partnership Management Officer	Section:	Operations
Title Information in Parenthesis:		Unit:	Operations
CCOG Code:	1A02	Case Number:	SOP-2023-027
UNICEF Code:	PMA	Post Number:	125395
Classified by:	Natalia Paquin	Classified Date:	11/9/2023

Organizational Context:	Aligning with MENARO guidance, HACT management has moved from Programme to Operations. Which aims to manage risk related to cash transfers made to implementing partners in support of programme implementation, reducing partner transaction costs and allowing progressive use of national systems for management and accountability of results and resources. Accordingly, having the Implementing Partnership Management Officer NOB position will assist in strengthening implementing partnership management, ensuring capacity development is done and risk mitigation measure implemented timeously.
Purpose of the Job:	The Implementing Partnership Management reports to the Operations Manager or other supervisor as locally determined for close guidance and supervision. The Level 2 is an entry professional level and should therefore be normally used as a trainee level for acquiring organizational knowledge of rules, regulations, and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. The IPM 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/IPM plans in all programming activities and to ensure the application of HACT and related IPM organizational rules, regulations and procedures in the CO.
Key functions, accountabilities and related duties/tasks:	<p>1. Support to Planning & Implementation of HACT activities</p> <p>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.</p> <p>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. Serve as the reference person on HACT implementation in the office. Participate in and assist with the preparation and regular updating of CO micro assessment and assurance plans. Provide technical and administrative support to external service providers in the execution of HACT contracts and activities to ensure timely and efficient delivery of results.</p>

2. Technical support to implementing partnership and HACT management

Provide technical support to the country office in the formalization of implementing partnerships with government, civil society organizations and other implementing partners in line with relevant policies, procedures and guidelines, including the CSO Procedure and guidance on work plans.

Provide technical and administrative support in the implementation of HACT in line with the HACT policy and procedure and other relevant organizational policies, procedures, and guidelines, including the DFAM Policy 5: Cash Disbursements Supplement 3-Cash Transfers (HACT). This includes coordinating the preparation of CO annual assessments and assurance plan, facilitating its execution, and coordinating with other adopting agencies as appropriate.

Together with qualified/experienced CO colleagues, undertake spot checks of implementing partners to assure management and donors on use of programme funds. Support the Programme colleagues/Implementing Partners to follow all UNICEF Digitalized platforms.

Contribute to development and monitoring of implementation of CO HACT related SOPs and internal procedures, including escalation of issues identified through assurance activities.

Prepare annual HACT implementation and assessment reports.

Performing secretariate duties to the PRC.

3. Technical support to management of cash transfers / DCTs

Communicate and follow up with relevant cost 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.

4. 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.

Provide a summary of performance of external providers in relation to implemented HACT activities.

5. Networking and inter-agency partnership

Exchange information and/or operational support to implementing partners, UN system partners and other stakeholders in the CO on the implementation of HACT to reinforce UN/CO harmonization and coordination.

Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of HACT information and knowledge to facilitate/build their capacity for implementing HACT.

Participate in appropriate inter-agency meetings/events to facilitate and promote sharing of information, knowledge, experiences, and best practices.

Interact regularly with other country offices and the regional office on HACT. Participate in country office ERM exercises to ensure that risks for implementing partnership management are identified and mitigation measures put in place.

6. Innovation, knowledge management and capacity building

Identify, capture, synthesize and share lessons learned from HACT and its implementation for integration into broader knowledge development planning and management efforts. Maintain the HACT Assurance Dashboard in line with HACT Framework and Country Office HACT Plans.

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.

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

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)

Recruitment Qualifications:

Education: A university degree in one of the following fields is required: Accounting, Business Administration, Financial Management, and Auditing.

Experience: A minimum of two years of professional experience in one or more of the following areas is required: Partnership Management, Financial Planning and Management, Auditing or Risk Management.

Experience working in an emergency context is considered as an asset.

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

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

Attachments:

[JD NOB IP.docx](#)

[Organogram.png](#)

[PBR - IP Management Officer- PBR.png](#)

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