



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

I. Post Information

Job Title: **Programme Associate Necoclí
(Field Coordinator)**
Supervisor Title/ Level
Organizational Unit: Programme
Post Location: UNICEF Country Office

Job Level: **G-6**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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.

Job organizational context: The Generic Job Profile for the Programme Associate at the **G-6 level** is to be used in a **UNICEF country office**, in any of the programme sections.

Purpose for the job: Under the supervision and guidance of the supervisor, the programme associate supports the respective section through providing a range of procedural, administrative, programme and operational support in developing, implementing, executing and monitoring the Humanitarian Action Plan in Necoclí Antioquia, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to programme development, planning and execution.**
2. **Support to monitoring and reporting of programme results**

3. **Support in resource mobilization**
4. **Support in knowledge management and capacity building**
5. **Support in Technical assistance to strengthen the develop of the Humanitarian action plan in Norte de Santander.**
6. **Contribution and support provided to build and reinforce commitment and institutional and communities' capacities of the national and local partners.**

1. Support to programme development, planning and execution.

Researches, analyzes, verifies, synthesizes and compiles qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate preparation of reports, working papers, and presentations.

Drafts project documents, work plans, budgets, proposals on implementation arrangements.

Carries out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and makes amendments and alterations as per section revisions when necessary.

Monitors and tracks the efficient distribution of supplies that are required for effective programme delivery.

2. Support to monitoring and reporting of programme results

Prepares monitoring and reporting information for supervisor on agreed performance indicators to drive more efficient management and accountability for results.

Monitors budgets and financial expenditures of section, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision/follow up.

3. Support in resource mobilization

Researches, analyzes, verifies, and synthesizes data and information in support of preparing reports pertaining to donors (both current and potential).

Researches, analyzes, verifies, and synthesizes data and information to assist in the preparation of periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.

Carries out transactions in VISION pertaining to grants for his/her section such as registering grant allotments and tracking expiring programme grants.

4. Support in Knowledge Management and capacity building

Researches, analyzes, verifies and synthesizes information on best practices and lessons learnt to support knowledge development and capacity building

Supports capacity development activities related to performance monitoring, programme development, and related internal UNICEF systems/tools by preparing training materials and participating on exercises pertaining to program processes and procedures which aim to build capacity of stakeholders.

5. Support in Technical assistance to strengthen the develop of the Humanitarian action plan in Necoclí Antioquia.

Support humanitarian-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks.

Collaborate with partners and assist in the strengthening of quality of humanitarian-based programmes consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.

Provide technical assistance in preparing viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme, new initiatives and management issues to ensure achievement of stated objectives.

6. Contribution and support provided to build and reinforce commitment and institutional and communities' capacities of the national and local partners.

Provide government authorities and communities with technical assistance and supports for capacity building and the sustainability of the humanitarian action plan projects.

Promote and maintain the building and reinforcing of the commitment and institutional capacities of the local partners by identifying these partners and partnerships and providing continuous supports, coordination and collaboration for sustainability of the humanitarian action plan.

IV. Impact of Results

The efficiency and effectiveness of the support provided by the programme assistant to the development, implementation and monitoring of programs/projects facilitates the delivery of concrete and sustainable results for the respective section, which in turn enhances the offices and UNICEF's capacity in helping the most vulnerable women and children.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies

- Nurtures, Leads and Manages People (1)
- 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)

VI. Recruitment Qualifications

Education:

Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.

Experience:	A minimum of 6 years of progressively responsible administrative or clerical work experience is required.
Language Requirements:	Fluency in Spanish required.