



UNITED NATIONS CHILDREN'S FUND

I. Post Information

Job Title: **Education Officer (Budget and Grants Management)**

Post Number: **115420**

Report to: **Education Manager, P-4, 107154**

Organizational Unit: **Programme**

Post Location: **Beirut, Lebanon**

Job Level: **NO-2**

Job Profile No.:

CCOG Code: **1F**

Functional Code: **EDU**

Job Classification Level: **NO-2**

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 programmes, 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 Education Officer (Budget and Grants Management) will be based in Beirut, UNICEF Lebanon' Country Office and form part of the Education Section team.

Purpose for the job: Under the supervision of the Education Manager (P4), the incumbent will be responsible in ensuring the availability of accurate, complete and up-to-date information required for financial and reporting related to programme components under the new framework of Transition and Resilience Education Fund (TREF). Timely advise the supervisor on corrective action on discrepancies and improvement of grant management systems. Furthermore, the incumbent will be responsible in ensuring that main corporate documents, such as Annual Work Plans, log frames as well as donor presentations are accurate in their financial and administrative data.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to Financial Planning and Grants Management of Annual Work Plans**
2. **Support to effective donor liaison and fundraising**
3. **Support to Financial Planning and Monitoring of Formal Enrolment Registration Fees**
4. **Contribute to donor and partnerships meetings**

1. Support to Financial Planning and Grants Management of Annual Work Plans

Under the TREF framework, the Education Manager and Chief of Education are provided with timely, relevant financial support towards analysis on funding gaps for the Education Section and Sector, appropriate allocation of grants, timely disbursement of funds, and optimal utilization of finances, in line with donor conditionalities; with a view to support UNICEF Annual Work Planning and Reporting processes.

Functions:

1. Supporting the development of the Annual Work Plan's (AWP) budget, including funding availability; ensuring updated funding gaps analysis; providing informed suggestions on the allocation of unearmarked funding against the Annual Work Plan; ensuring alignment with donor conditionalities and grant expiry;
2. Tracking and monitoring of expenditures against donor conditions and expiry dates using the AWP tracker and individual grant trackers for one-year and multi-year grants; readjusting allocation of unearmarked funds, monitoring exchange rate fluctuations on grants and taking appropriate action, advising on corrective action on discrepancies; initiating Change of Funding sources and amendments/extensions to donor agreements when needed;
3. Advise the Education Manager, Chief of Education and Senior Management on budget related concerns and risks with regards to value for money, funding utilization, currency fluctuations, given HACT regulations, TREF requirements and donor conditions. Analyzing trends in donor funding/fund utilization;
4. Track donor contributions to the TREF assurance mechanisms ensuring equitable proportions allocated. Responding to ad-hoc requests from management and/or donors on budget allocations, utilization, funding gaps;
5. Provide inputs to the TREF Quarterly Financial Reporting in collaboration with the Finance Special and Ministry of Education and Higher Education focal point for external financing, ensuring accuracy and coherence;
6. Develop effective system adapted for all audiences to inform POs and supervisors on expiring funds disbursement as per donor agreement and conditionality;
7. Specific to the current economic crisis, monitor impact of USD/LBP exchange rate fluctuations on grants and adjust allocations accordingly. Inform the donors, especially key partners such as EU and KFW, when needed and identify alternative funding sources and/or manage and monitor the utilization of accumulated funds as applicable;
8. Closely collaborate with unit heads and colleagues involved in TREF implementation to keep abreast of the budget and finance discussions. Supporting to allocate appropriate funding sources for staff salaries in alignment with donor conditions and grant expiry dates, and updating it as needed;

2. Support to Effective Donor Liaison and Fundraising

Contribute to programme through complete and accurate preparation of programme reports, donor proposals and other documents as required in an analytical manner, supported by evidence and data as possible. Program/Team Leads are provided with timely financial advice and analysis to draft rigorous proposals and reports to donors; while relevant advice is provided to the Education Manager/Chief Education to ensure relevant donor liaison is conducted for uninterrupted financial flows to the Education Program.

Activities:

1. Supporting resource mobilization through the drafting of donor proposals/concept notes, including the development of budget and targets for earmarked funds based on donor requirements, unit cost of activities, expected duration of grants, and contribution amounts in a timely manner and with attention to detail, while ensuring quality inputs and consistency in coordination with Education Colleagues and Partnerships Colleagues;
2. Drafting and/or reviewing of donor reports, including financial reporting, checking for data quality and consistency, editing report layout as necessary. Developing donor briefing notes that summarize results achieved through donor funding over a series of grants;

3. Taking appropriate action with regards to the amendments of donor agreements, including drafting of letters, top-up proposals, justifications for grant extensions, reprogramming of budgets as well as the initiation of meetings;
4. Monitor donor reporting schedule throughout the year and keep colleagues informed in a timely manner on upcoming donor reports. Develop internal SOPs for donor reporting;
5. Suggest relevant new approaches and practices for improving financial and narrative reporting within the section and across-sectors as appropriate.

3. Support to Financial Planning and Monitoring of Enrollment and Attendance Fees in Formal Education

The Education Manager and Chief of Education are provided with timely, relevant financial support towards the budgeting of each formal education scholastic year, appropriate allocation of grants, timely disbursement of funds, monitoring of liquidations, estimation and analysis of savings, and optimal utilization of finances, in line with donor conditionalities.

Activities:

1. Advising on the new payment modality and costing model for the formal enrolment activity under the new TREF, based on previous experience with the RACE II payment modality and unit cost, and knowledge of MEHE systems;
2. Supporting the development of the formal enrolment budget for each school year, based on appropriate unit costs, and updating the budget as necessary based on fluctuations in the unit cost and USD/LBP exchange rate, as applicable under the TREF Costing Model;
3. Ensuring updated funding gaps analysis for the formal enrolment budget;
4. Tracking and monitoring of expenditures and exchange rates applied, against donor conditions and expiry dates for formal enrolment through coordination with MEHE;
5. Estimating potential savings, and advising on fund reallocations as needed. Project funding availability based on pipelines;
6. Developing budgets for donor proposals for grants contributing to the enrolment of children into Public Schools, and managing the allocation of donor funds against different cohorts of the budget;
7. Monitoring the achievement of results and expenditures per grant contributing to the enrolment of children into Public Schools, and initiating amendments when needed;

4. Contribute to donor and partnerships meetings

Under the TREF, the incumbent is expected to actively contribute to donor engagements on a regular basis including preparing for meeting discussions related to donor grants and budgets ensuring both technical and high-level decisions are taken based on evidence.

1. Actively contribute to the weekly TREF meetings with key donors including EU and KfW and lead on presenting matters related grants and budgets. Timely prepare documents on grants and budget as required including urgent ad hoc requests including ensuring the grant and budget complexities are simplified and accessible to various audience.
2. Contribute to other donor meetings including new TREF donors through providing inputs on discussions regarding budget and grants to obtain an accurate overview of the multiple donor grants.
3. Participate in the weekly internal partnerships meeting to follow up on the donor requests on budgets and grants.

IV. Impact of Results

The efficiency and efficacy of support provided by the Education Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to improve learning outcomes and universal access to quality, equitable and inclusive education. Success in education programmes and projects in turn contribute to maintaining and enhancing the credibility and ability of

UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) 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:	A university degree in one of the following fields is required: education, psychology, sociology or another relevant technical field.
Experience:	<p>A minimum of two years of professional experience in programme planning, management, and/or research in education is required including experience in budget management, research and financial planning.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English and Arabic is required, knowledge of any other UN language is an asset