



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Programme Specialist (Quality Assurance)**
Supervisor Title/ Level: **Deputy Representative-Operations/Level 5**
Organizational Unit: **Operations**
Post Location: **Kampala Uganda**
IMIS: **95055**

Job Level: NOC
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: NOC

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 Programme Specialist (Quality Assurance) Job Profile is used in Uganda Country Office which has significant and complex programmatic and operational risks and challenges which require a dedicated position to support the Senior Managers in making sure that resources are continuously, effectively and efficiently geared towards achieving results for children.

Purpose for the job

Under the general guidance of the Deputy Representative – Operations, the incumbent will be responsible for the overall understanding, analysis and review of systems, risks, application of policies and procedures and the capacity building of staff as well as counterparts within the area of internal control. These will in turn contribute to Uganda Office accomplishing its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of its Internal Control procedures. The Quality Assurance Specialist will lead in aspects on Enterprise Risk Management, due diligence reviews, audits and spot checks to promote efficiency, reduce risks of asset loss, and help ensure the reliability of financial statements.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Support Country Office Management in development and roll out of Office Accountability Framework based on UNICEF Accountability Framework.
Responsible for office processes to proactively and systematically identify, assess and manage key risks and opportunities to facilitate the achievement of CO objectives and planned results. Responsible for process leading to office undertaking annual risk and control self-assessment (RCSA) as part of the annual review process, reports on the outcomes and propose mitigating activities. Regularly monitor the status of actions defined to mitigate significant risks and update the Office Risk Profile.
Focal point in updating and ensuring quality Risk assessment and management information is updated under the Performance Management System.
2. Implement activities that create general awareness and common understanding among staff of key strategic, programmatic, operational and financial risks. Ensure there is general sense of ownership and that risk management efforts are embedded into key country programme planning, financing and implementation processes, allowing for an adequate and timely allocation of financial, operational and programmatic resources for that purpose.
3. Under the framework of UNICEF Policies, Guidelines, Standards, Country Office Management Plan, contribute to the development of office standards, new approaches and methodologies and streamlining of transaction Work Processes and Simplified Operating Procedures (SOPs) through participation in Internal Control meetings and consultations with staff. Perform compliance tests and report on the implementation of SOPs and Work Processes.
4. Within the framework of HACT, responsible for the formulation and implementation of Uganda office HACT Assurance plan which provides for a cost-effective assurance systems to ensure funds entrusted to UNICEF by donors are utilized as intended; there is transparent processes and oversight of cash transfers and capacities of national partners is strengthened for the management and accountability of cash transferred. The incumbent will contribute to the HACT activities of the country office; leads in carrying out of high quality and objective Micro Assessments of UNICEF's Implementing Partners, spot checks, regular audits, in accordance with the agreed work plan and/or as required by the country programme, review and follow up of the findings of assessments. Contribute towards upgrading capacity of UNICEF staff and implementing partners in the areas of HACT. Ensure the development of HACT compliant procedures, manual and guidelines for use by implementing partners.
5. Provide Leadership in the planning and the implementation of capacity building activities of national implementing partners to improve budgeting and financial management capacities of implementing partners. Ensure that inventory of training and capacity development needs of implementing partners is developed. Plan and organize training programmes in the areas of budgeting and financial management for the purpose of capacity building and programme sustainability.
6. Conduct periodic self-assessment of procedures and processes, financial documents, information entered in VISION database, coding of VISION transactions to ensure the office's adherence to procedures, that quality information, and correct coding is applied. Coordinate Operations Inputs to office wide activities. This will entail consolidation of

operations inputs, support in monitoring operations priorities. The task shall entail ensuring that high quality documentation is delivered for all resulting documents with UNICEF and office wide standards having been met.

7. Conducts special assignments, including fact-findings in the case of irregularities, as directed by the country office management and in compliance with the organizational policies and procedures. Formulates pragmatic recommendations and secures the agreement of management to improve problematic areas. Monitors and assesses adequacy of actions taken to correct reported deficiencies.
8. Support in coordination of internal and external audit of UNICEF Uganda Country Office. Is responsible for making sure that recommendations are tracked, actioned and closed timely, based on action plan.

IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals*)

Ability to effectively integrate risk management into key planning activities directly impacts the preparation for potential challenges or opportunities in achieving results which in turn impact on programme implementation, appropriation of UNICEF resources and relationships with key donors.

Adequate understanding and interpretation on the application of organizational rules and regulations pertaining to the implementation of HACT will affect office's Programme implementation.

Ability to conduct or supervise quality partner capacity assessment exercises and help identify significant risks existing in the office would consequently impact on programme implementation, the efficiency of office work processes and could efficient utilization of the organization's resources.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:	<p>An advanced university degree (Master's) in Accounting, Business Administration, Financial Management, Economics, International Development or a directly related technical field(s) is required. A valid professional certification (CA; CPA; etc.) from an accredited chartered accountancy institution, in conjunction with a relevant first-level (Bachelor's) university degree in a directly-related technical field (as identified above), may be taken in lieu of an advanced university degree.</p> <p>Knowledge of International Public Sector Accounting Standards is desirable.</p> <p>UNICEF experience and familiarity with SAP highly desirable</p>
Experience:	<p>A minimum of five (5) years of relevant experience, at the national and international levels, in Operations Management, Financial Management, Audit Management, Risk Management and/or Programme Management – with hands on experience in planning, 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.</p> <p>Previous experience in training professionals in the context of HACT is considered highly desirable.</p>
Language Requirements:	<p>Fluency in English and another UN working language as required</p>

VII. Signatures- Job Description Certification

Name: Laura Siegrist Fouche	Signature	Date
Title: (Supervisor)		
Name: Munir Safieldin	Signature	Date
Title: Head of Office		