

Terms of Reference

Title & Level	Programme Associate, GS6
Location	Freetown, Sierra Leone
Duration	364 days
Reporting to	Chief of Planning and Monitoring

I. BACKGROUND

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 favouritism. 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.

II. PURPOSE OF THE TEMPORARY APPOINTMENT (TA)

Under the supervision and guidance of the Chief of Planning and Monitoring, the programme associate supports the Planning & Monitoring Section to carry out a range of programme support functions helping to develop, implement, and monitor the country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Programme Associate works in close collaboration with a range of staff in the country office, external partners, and agency counterparts in support of programme design and delivery. S/He provides regular feedback on the status of projects and programme through monitoring milestones and advises improvements to keep activities on track. She/He provides timely support to produce weekly and periodic SLCO Key Performance Indicators for adequate SLCO management accountability and she/he supports adequate preparation of the organization of Capacity Building Training Workshops, Programme Review Meetings with partners and Reporting.

Justification of the Job

The Programme Associate is accountable for the full spectrum of administrative and project/programme support activities. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities of the Planning and Monitoring Section which has primary oversight for the CPD process. Accurate programme monitoring and recommendations, data entry and presentation of information ensure proper programme decision-making.

III. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

- Facilitating the development of programme cooperation agreements (PCAs) by providing information and drafting selected sections of it.
- Facilitate the organization of programme review with GoSL counterparts, the development of annual workplans and interactions with Partners and production of reports of reviews and minutes of meetings.
- Supporting the programme section in researching, compiling, and analysing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate programme delivery as well as preparation of reports, working papers and presentations.

- Supporting capacity development activities related to programme development by preparing training materials and participating in exercises.
- Updating internal databases for research and evaluation exercises.
- Coordinating preparation and execution of workshops and special events. Ensuring the timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).
- Conducting programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.
- Helping conduct regular spot checks of partner's projects to assess their financial record-keeping, expenditure controls and reporting systems.
- Monitoring and tracking the efficient distribution of supplies that are required for effective programme delivery.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs) and making amendments and alterations as per section revisions when necessary.
- Carrying out transactions in VISION pertaining to grants and programme-related items for his/her section including but not limited to registering grant allotments and tracking expiring programme grants.
- Preparing monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
- Regularly monitoring budgets and financial expenditures of section by employing applicable tools, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision and/or follow up.
- Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.

IV. QUALIFICATIONS OF SUCCESSFUL CANDIDATE

Education

Completion of secondary education is required, preferably minimum of bachelor's degree or university courses related to the work of the organization.

Required Experience

- A minimum of six years of administrative or clerical work experience is required. (A bachelor's degree from a recognized academic institution in a field relevant to the position can substitute for three years of required experience. A master's degree from a recognized academic institution in a field relevant to the position can substitute for five years of required experience).
- Prior experience in programme support functions is an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.

Language requirements

Fluency in English is required. Knowledge of Krio is encouraged.

Technical Knowledge

- In-depth knowledge of the administration which underpins UNICEF country office programme/project operations, including monitoring and evaluation processes.
- Strong organizational, planning, and prioritizing skills and abilities.
- High sense of confidentiality, initiative, and good judgment.
- High Quality Reporting and production of strategic minutes of programme & section meetings.
- Ability to work effectively with people of different national and cultural backgrounds.
- Strong office management skills.

- High attention to detail.
- Ability to effectively manage the section's material resources and monitor its budget.
- Good analytical skills.
- Experience using MS Word, Excel, PowerPoint, and other UNICEF software such as SharePoint.

V. COMPETENCIES OF SUCCESSFUL CANDIDATE

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 Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)