



TOR FOR TEMPORARY APPOINTMENT (TA) POSITIONS

I. Post Information

Job Title: **Programme Associate**
Job Level: **GS6**
Appointment Type: **TA 364 days**

Post Location: **Abuja, Nigeria**
Reporting to: Chief Field Operations and
Emergency
Org Unit: **Front Office**

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.

Purpose for the job:

Under the supervision and guidance of the supervisor, the programme associate supports the respective section (s) by carrying out a range of programme support functions to help develop, implement and monitor their 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 CO, external partners and agency counterparts in support of programme design and delivery. S/He provides regular feedback on the status of projects through monitoring milestones and advises on improvements to keep activities on track.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- a. strengthen the management of the two new third-party contracts related to state and LGA facilitators and health consultants & support the transition from current 3rd party (CTG).
- b. Ensure clear segregation of duties between contract manager (CFS) and supply section.
- c. Provide additional administrative support to CFS.
- d. Ensure follow up on action points from the bi-monthly CFOs meetings with every chief field offices (KPI presentations, inputs to documents, reports).
- e. Keep a central repository (excel tracker) chiefs of field offices' travels, OIC, leave)
- f. Ensure Field Service sharepoint contains updated documents (state briefing, key sitan data on each state etc.) by regularly liaising with CFO.
- g. Provide support in organizing travels (follow up with administration on car booking, flights etc.)
- h. Carry out specific operational/control tasks for programme/project implementation.
- i. Provide thorough financial support by summarizing information reflecting current obligations (e.g. Open commitments) and future programme and/or budgetary implications.
- j. Conducting programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.
- k. Supporting the Field services in researching, compiling and analyzing 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.
- l. 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.
- m. 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.
- n. Preparing monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
- o. 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.
- p. Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- q. Supports capacity development activities related to programme development by preparing training materials and participating in exercises.
- r. Perform any other tasks are required (e.g. provide support to social policy or emergency unit).

IV. Impact of Results

S/He 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. Accurate programme monitoring and recommendations, data entry and presentation of information ensure proper programme decision-making.

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

i) Core Values

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

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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. Skills

- 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.
- 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

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	<p>A minimum of six years of administrative or clerical work experience (ideally in Finance) is required.</p> <p>Prior experience in programme support functions is an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.