



## SPECIFIC JOB PROFILE

### I. Post Information

**POST NUMBER/ CASE NUMBER: 18085**  
**POST/CASE NUMBER OF SUPERVISOR: 13659**  
**REASON FOR CLASSIFICATION: Update**  
**REGION/DIVISION: ESAR**  
**COUNTRY: BURUNDI**  
**DUTY STATION: BUJUMBURA**  
**OFFICE: BURUNDI COUNTRY OFFICE**  
**SECTION: PME**  
**UNIT: PME**

**CATEGORY: GS**  
**PROPOSED LEVEL: G7**  
**JOB TITLE: Senior Programme Associate**  
**Functional Code:**  
**ICSC CCOG Code:**

### II. Strategic Office 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.

#### **Strategic office context :**

Burundi is among the most densely populated countries in Africa, with an estimated population of 12.8 million, 80 per cent of whom are working in the agricultural sector. The country's population growth is rapid with an estimated fertility rate of 5.2 children per woman. Overall, 47 per cent of the population are children.

With a gross domestic product per capita of \$221, most people are poor. The monetary poverty rate reaches 51.4 per cent of the population, while the multidimensional poverty rate is 53.1 per cent. Some 64 per cent of children suffer from at least three concurrent deprivations related to food (the stunting prevalence for children under the age of 5 years has remained at about 56 per cent for more than a decade, the highest rate in the world), health, water, sanitation, housing, education or child protection. The socioeconomic impact of the coronavirus disease 2019 (COVID-19) pandemic, climate-related shocks and disease outbreaks, including cholera, aggravate an already difficult economic situation, especially for the most vulnerable. In 2021, Burundi ranked 187 out of 191 countries on the Human Development Index.

The arrival of a new Government in 2021, the gradual transition towards political stability and increasing engagement with the regional and international community are providing momentum for peace and development. Between 2018 and 2022, the overall number of people in need of humanitarian assistance decreased from 3.6 million to 1.8 million and the number of internally displaced people from 127,832 to 83,588. The natural disasters linked to climate change have accounted for about 84 per cent of displacements in the country in 2021.

The Senior Senior Programme Associate will be working in the Planning, Monitoring & Evaluation section. The objective of the section is to provide optimal planning, monitoring and evaluation tools to the country office in order to achieve the best results possible for children.

**Purpose for the job:**

Under the supervision and guidance of the chief Planning, Monitoring and Evaluation (PME), the Senior Senior Programme Associate supports the Planning, Monitoring and Evaluation section by carrying out a range of programme support functions to help develop, implement and monitor the country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations. The Senior Senior Programme Associate coordinates the partnership review secretariat which oversees all partnerships with NGO partners.

The Senior 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:**

- Coordinating the secretariat for the development of programme cooperation agreements (PCAs) by reviewing completeness of documents and guiding colleagues in submitting the correct documents. Ensuring that the deadlines are respected, and the documents get finalized in a timely manner.
- Ensures all partnership agreements are correctly entered online (in e-tools) and supports colleagues in this sense. Ensures timely reporting of partners in the partner reporting tool.
- Ensuring the timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).
- Support the situation analysis of children in the country by collecting relevant data and maintaining the information up to date.
- Conducting programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status. Support colleagues in planning their programmatic visits and ensure compliance.
- 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.
- Supporting the programme section 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.
- 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.
- Supports capacity development activities related to programme development by preparing training materials and participating in exercises related to partnerships, planning and monitoring.
- Organized key events with partners.
- Act as OIC for the senior budget associate.

#### **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. Competencies and level of proficiency required**

<b><u>Core Values attributes</u></b>	<b><u>Core competencies skills</u></b>
<ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>• Works Collaboratively with others (1)</li> <li>• Builds and Maintains Partnerships (1)</li> <li>• Innovates and Embraces Change (1)</li> <li>• Thinks and Acts Strategically (1)</li> <li>• Drive to achieve impactful results (1)</li> <li>• Manages ambiguity and complexity (1)</li> </ul>

<b>VI. Skills</b>
<ul style="list-style-type: none"> <li>• In-depth knowledge of the administration which underpins UNICEF country office programme/project operations, including monitoring and evaluation processes.</li> <li>• Strong organizational, planning and prioritizing skills and abilities.</li> <li>• High sense of confidentiality, initiative and good judgment.</li> <li>• Ability to work effectively with people of different national and cultural backgrounds.</li> <li>• Strong office management skills.</li> <li>• High attention to detail.</li> <li>• Ability to effectively manage the section's material resources and monitor its budget.</li> <li>• Good analytical skills.</li> <li>• Experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint</li> </ul>

<b>VI. Recruitment Qualifications</b>	
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 seven years of administrative or clerical work experience 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 French and a good working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.

