

## **TERMS OF REFERENCE FOR STRETCH ASSIGNMENT**

<b>Title</b>	<b>:</b>	<b>Programme Associate</b>
<b>Level</b>	<b>:</b>	<b>GS-6</b>
<b>Duty Station</b>	<b>:</b>	<b>Ndjamena</b>
<b>Duration</b>	<b>:</b>	<b>3-6 Months</b>
<b>Reports to</b>	<b>:</b>	<b>Chief WASH</b>
<b>Start date</b>	<b>:</b>	<b>Immediate</b>

---

### **Background**

UNICEF Chad is seeking the support of interested staff members who are currently working at GS-5/6 level, to back fill the post of Programme Associate (PA) WASH in Chad (Ndjamena) on stretch assignment for a duration of 3 to 6 months (Parental leave coverage).

Suitable candidates will be offered a minimum of 3 months stretch assignment in UNICEF Ndjamena, Chad, unless the releasing Office approves a longer period.

### **Purpose of assignment**

Under the supervision of the Chief WASH and in close collaboration with the WASH team in Ndjamena and the four (4) Field Offices, the selected staff will carry out a range of programme support functions to help develop, implement, and monitor the WASH programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations. The PA 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.

### **Main duties/responsibilities**

- Facilitating the development of programme cooperation agreements (PCAs) by providing information and drafting selected sections of it.
- 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.
- 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/Fiori and other relevant office software 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/Fiori and other relevant office software 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.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

### **Qualifications and Competencies:**

To be eligible to apply and to qualify as an advocate for every child, you should have an existing Fixed-Term, Permanent or Continuing appointment within UNICEF that runs through the duration of the assignment and the following background/skills:

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
- A minimum of five to six years of administrative or clerical work experience is required.
- Solid familiarity with UNICEF processes and systems.
- Prior experience in programme support functions is an asset.
- Fluency in French is required. Working knowledge of English is an asset
- Uphold UNICEF Core Values of Care, Respect, Integrity, Trust, Accountability, Sustainability
- And demonstrate UNICEF competencies: Builds and maintains partnership - Demonstrates self-awareness and ethical awareness - Drive to achieve results for impact - Innovates and embraces change - Manages ambiguity and complexity - Thinks and acts strategically - Works strategically with others.

### **Retaining current post**

If selected for this opportunity, the relevant staff member will remain in their existing post and will be on mission status with UNICEF Chad for the duration of the stretch assignment. Upon completion of the stretch assignment, the staff member will return to his/her respective post.

### **Funding arrangement**

The staff member's salary will continue to be paid by the releasing office during this assignment. Chad Country Office will pay for economy class travel and 100% of N'Djamena DSA rate for the first four weeks and 50% for the remaining period.

### **Application Process**

If interested, please discuss this assignment with your supervisor and obtain your supervisor's agreement for your application to be submitted as part of your learning and development plan for the year. The agreement of your supervisor endorsed by the Head of Office is a prerequisite for any such stretch assignment.

Upon receipt of the supervisor and Head of Office's agreement, please submit your application by January 16<sup>th</sup>, 2024, with the following:

- Your updated UNICEF profile,
- Your last two performance evaluations,
- A cover letter detailing your interest, qualifications, and suitability,
- Approval of your supervisor and CO representative.

Candidates considered potentially well matched for the stretch assignment may be contacted for an informal interview. Supervisors may also be contacted for references.

3 January 2024