



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER:

BRZ23061

POST/CASE NUMBER OF SUPERVISOR:BRZ23062 Risk and Compliance Specialist
P3**REASON FOR CLASSIFICATION:**

Establishment of a new post

REGION/DIVISION: LACR**COUNTRY:** Brazil**DUTY STATION:** Brasilia**OFFICE:** Brazil Country Office**SECTION:** Operations**UNIT:** Operations**CATEGORY:** National Officer**PROPOSED LEVEL:** NO1**JOB TITLE:** Operations Officer (HACT)**Functional Code:** OPE**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:

The Harmonized Approach to Cash Transfers (HACT) function is a strategic Business Partner role, assuring the best use of UNICEF resources in alignment with sound management and programme practices, office priorities and goals to deliver results for children.

The Operations Officer (HACT), at the NO1 level, reports to the Risk and Compliance Specialist at P3.

Purpose of the job

Under the direct supervision of Risk and Compliance Specialist, the Operations Officer (HACT) performs tasks in support of the monitoring and risk control of HACT programming process to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and UNICEF

HACT Procedure. The incumbent also provides professional financial, budget and operational assistance throughout the programming process by preparing, managing and/or executing a variety of technical tasks.

As a strategic business partner, the incumbent will be accountable for operations functions, facilitate change, provide risk informed, solution-focused analysis, advice and services and contribute to programme and management decisions for delivering results for children in specific operational contexts. Operations Officer (HACT) will accomplish this by:

- Understanding business needs for the office, to propose viable solutions aimed at value for money.
- Facilitating business transactions processed by programme implementation from a perspective of Efficiency, Performance, Risk Management and Fraud prevention
- Supporting the country office during external and internal audit reviews, contributing with responses to audit observations and monitoring implementation of recommendations.
- Providing professional technical, operational and administrative assistance throughout the Operations cycle through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical information to facilitate the integration of HACT plans in all programming activities and to ensure the application of HACT and related organizational rules, regulations and procedures in the country office.

III. Key functions, accountabilities and related duties/tasks:

Support to HACT planning during the Operations process

- Participate in discussions, collection, analysis, verification and synthesis of HACT related information/documentation to gain good knowledge of HACT and programme planning and implementation.
- Facilitating the development of programme cooperation agreements (PCAs) by providing information and drafting selected sections of it.
- Monitor and track the efficient distribution of supplies that are required for effective programme delivery.
- Conduct programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.
- Support 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.
- Participate in the preparation of HACT related materials/documentation to ensure incorporation of HACT in the country programming process.
- Manage the external auditor contract and the CO budget for the implementation of the HACT activities and trainings.

Support to implementation of HACT activities

- Serve as the reference person on HACT implementation in the office.

- Ensure timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).
- Participate in and assist with the preparation and regular updating of CO micro assessment and assurance plans.
- Together with qualified/experienced CO colleagues, undertake spot checks of implementing partners to assess their financial record-keeping, expenditure controls and reporting systems
- Provide technical and administrative support to external service providers in the execution of HACT activities to ensure timely and efficient delivery of results.
- Assist with maintenance of records of relevant HACT related documentation, including CO decisions related to HACT.
- Carry 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.
- Carry 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.

Review and use of HACT reports

- Prepare monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
- Regularly monitor 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.
- Help prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- Assist with recording and update of risk ratings of implementing partners in the system (VISION) through regular review of the Vendor Master and provision of information to relevant colleagues in the CO.
- Share with implementing partners and CO staff HACT related reports, especially reports of assurance activities, to ensure adequate awareness and follow-up of identified issues.
- Participate in the review of micro assessment reports of implementing partners to identify common weaknesses in financial and procurement management and propose capacity development actions that can be supported by UNICEF.

Networking and inter-agency partnership

- Exchange information and/or operational support to implementing partners, UN system partners and other stakeholders in the CO on the implementation of HACT to reinforce UN/CO harmonization and coordination.
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of HACT information and knowledge to facilitate/build their capacity for implementing HACT.

- Participate in appropriate inter-agency meetings/events to facilitate and promote sharing of information, knowledge, experiences and best practices.
- Interact regularly with other country offices and the regional office on HACT.
- Support capacity development activities related to programme development by preparing training materials and participating in exercises.

IV. Impact of Results

The ability of the Operations Officer (HACT) to effectively support the operations functions for the efficient delivery of related services, directly impact on program performance, resource mobilisation and delivery of results for children. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds and resources entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost effective and sustainable program results in regular and emergency settings.

The ability of the Operations Officer (HACT) to support assessment, mitigation, monitoring, review and reporting on the most significant risks that could potentially harm the organization, is a critical element of UNICEF's risk and internal control performance management framework. Risk management skills are necessary to safeguard UNICEF's reputation, resources, continuity of operations and reputation to fulfill our primary mission to save and protect children, globally.

The effective support provided by the Operations Officer (HACT) to the careful planning and effective implementation of the HACT activities directly impacts on programme execution, delivery of sustainable results, and promoting national ownership and accountability for programme resources.

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

i) Core Values

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

ii) 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)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

VI. Recruitment Qualifications	
Education:	A University Degree (Bachelor's) in one of the following areas is required: Business management, Financial management, Accounting, Public Finance, Related operations function (Supply Chain, International Business, Project management, etc.) A professional license from internationally recognized institutions is an asset.
Experience:	<ul style="list-style-type: none"> • A minimum of 1 year of professional experience, at the national and/or international level, is required specifically in one or more operations management area including budget; financial management and reporting; internal audits; programme/project financial monitoring and oversight. • Understanding of Results Based Management is a requirement. • Experience in working with corporate ERPs (Enterprise Resource Planning) and IPSAS (International Public Sector Accounting Standards) is highly desirable. • Experience in an UN system agency, large private or public company, or experience working in a developing country and/or humanitarian/ emergency context is an asset. • Experience in supporting successful client-oriented work units is an asset. • Experience in HACT policy and procedures in UNICEF and/or other UN system agencies is an asset.
Language Requirements:	Fluency in Portugues and proficient English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

VII. Child Safeguarding	
IS THIS ROLE A REPRESENTATIVE, DEPUTY REPRESENTATIVE, CHIEF OF FIELD OFFICE, THE MOST SENIOR CHILD PROTECTION ROLE IN THE OFFICE, CHILD SAFEGUARDING FOCAL POINT, OR INVESTIGATOR (OIAI)? *:	No
IS THIS POST A DIRECT CONTACT ROLE IN WHICH INCUMBENT WILL BE IN CONTACT WITH CHILDREN	No

EITHER FACE-TO-FACE, OR BY REMOTE COMMUNICATION, BUT THE COMMUNICATION WILL NOT BE MODERATED AND RELAYED BY ANOTHER PERSON? *:	
IS THIS POST A CHILD DATA ROLE IN WHICH INCUMBENT WILL BE MANIPULATING OR TRANSMITTING PERSONAL-IDENTIFIABLE INFORMATION ON CHILDREN SUCH AS NAMES, NATIONAL ID, LOCATION DATA, OR PHOTOS)? *:	No
THE SELECTED CANDIDATE FOR THIS POSITION WILL BE REQUIRED TO ENGAGE WITH VULNERABLE CHILDREN*:	No