



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Program Manager (Cash Transfer)

Supervisor Title/ Level: Deputy Representative, Operations

Organizational Unit: Operations

Post Location: Kinshasa, DRC

Job Level: P4

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level: P4

II. Purpose for the job

This position will provide technical and operational guidance, coordination, and direction to the DRC Country Office to build the capacity and operational systems necessary for use of cash transfers to support humanitarian and development programming. More specifically, the position will advise any section or field office in their programmatic and operational use of cash transfers, guide the design of programme interventions utilizing cash transfer modalities, as appropriate, and represent UNICEF in Humanitarian Cash Transfer (HCT) and other related inter-agency fora. The position will also support the office task force on cash transfers.

Job organizational context

This position is part of the Operations section, based in Kinshasa, DRC Country Office. The incumbent works under the direct supervision of the Deputy Representative, Operations and in close collaboration with the Deputy Representative, Programmes and section chiefs.

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

1. Technical and operational expertise and guidance to sections and field offices

- Manage UNICEF DRC Country Office Cash Transfer team in designing, implementing, and monitoring of Humanitarian Cash Transfers (HCT), Cash+, Cash-Based Social Protection, and incentive payments programming.
- Work closely with UNICEF's sections to technically and operationally lead the formulation, preparation, and implementation of cash transfer programmes across sectors, ensuring adoption of best practices and sound technical approaches in cash transfer programming.
- Coordinate Country Office internal cross-sectoral response analysis related to cash transfer programming.
- Undertake, field feasibility assessments for cash transfer programmes in close collaboration with relevant focal points in the Country Office, including social protection and colleagues from other sectors.
- Collaborate with sectoral and cross-sectoral programme officers to ensure that cash transfer programmes align with UNICEF's country programme and its Core Principles.
- Advise and support relevant colleagues, remotely and in person, in the management and oversight of UNICEF cash transfer implementing partners in the field.
- Conduct regular operational analysis of cash transfer programmes, identify areas of poor performance, bottlenecks, and identify solutions such as design improvements, additional training and technical support.
- Work in close collaboration with programme and operations focal points to update office risk registry and risk mitigation measures related to cash transfer programming.

- Coordinate closely with financial service provider (FSP) focal points in Operations regarding daily monitoring of FSP activities and any new requirements for FSP uses.
- Provide technical oversight to the use of the HOPE platform, including direct supervision of HOPE staffs, as well as coordination of access to HOPE across sections. This will require regular interaction with the HQ HOPE team.
- In close collaboration with the M&E and IM teams, ensure the establishment and implementation of a sound monitoring and evaluation system for the cash transfer programmes, including an effective post-distribution mechanism, undertake field visits to monitor and assess programme implementation and decide on required corrective action.
- Coordinate and support third-party monitoring agreements for cash transfer programmes, for verification of payments in close collaboration with the M&E unit and the Harmonized Approach to Cash Transfers (HACT) focal point.
- Work in close collaboration with Programme Sections and Operations Units on complaints and feedback mechanisms; ensure relevant analysis of complaints and feedback received through different sources and ensure relevant follow up.
- Jointly with Finance staff, coordinate with FSP for developing and updating training tools.

2. Partnership and inter-agency representation

- Liaise and work closely with UN Common Cash System focal points from other agencies to identify complementarities and operational synergies.
- Represent and advocate for UNICEF strategic positions on Humanitarian cash transfers in HCT-related cash coordination forum such as the cash working group, clusters and inter-cluster.
- Provide oversight to formalization of external partnerships for cash transfer programmes, including with WFP, UNHCR, OCHA, World Bank, CaLP etc.

3. Overall coordination of Humanitarian Cash Transfer related activities

- Direct and coordinate the work of the Country Office HCT task force, prepare agenda, updates, review of progress.
- Oversee the utilization of HOPE platform in coordination with other corporate UNICEF tools to support implementation of cash transfer programming.
- Disseminate UNICEF HCT related policy, guidance and tools as well as inter-agency strategies and operational guidelines.
- Document field experience including new models of implementation, programmatic approach, joint programme, inter-agency coordination efforts.
- Liaise regularly with RO, HQ cash focal points, through established coordination mechanisms to ensure follow-up actions at the respective levels are taken.
- Lead capacity building activities, in close collaboration with RO and HA focal point, to strengthen DRC CO staffs technical capacity to use the cash transfer modality

IV. Impact of Results

By fulfilling the above-mentioned responsibilities, this position will allow UNICEF to comply with its commitment to scale up cash transfer programming, to foster collective synergies and complementarities with other UN agencies for HCT and other cash transfer programmes, and to provide an adequate level of risk management and quality assurance for cash transfer programmes.

V. Competencies and level of proficiency required

<p><u>Core Values</u></p> <ul style="list-style-type: none"> - Care - Respect - Integrity - Trust - Accountability - Sustainability 	<p><u>Competencies:</u> (level 2)</p> <ul style="list-style-type: none"> - Builds and maintains partnerships (2) - Demonstrates self-awareness and ethical awareness (2) - Drive to achieve results for impact (2) - Innovates and embraces change (2) - Manages ambiguity and complexity (2) - Thinks and acts strategically (2) - Works collaboratively with others (2) - Nurtures, Leads and Manages People (2)
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VI. Recruitment Qualifications

<p>Education:</p>	<p>An advanced degree in business or public administration, economics, finance, social science, database management, data analytics, international development or other related field is required. A first-level university degree (i.e. Bachelor degree or equivalent) with additional two years (a total of 10 years) of relevant qualifying work experience may be considered in lieu of the advanced university degree.</p>
<p>Experience:</p>	<ul style="list-style-type: none"> • A minimum of eight years professional work experience at national and international levels. • Minimum five years' experience working on the design, and implementation of cash transfer programmes in a variety of humanitarian and development settings. Experience with UNICEF is an asset. • Strong emergency and operational field experience with UNICEF. • Experience in providing direct technical assistance to emergency country offices. • Experience and or exposure to inter agency cash coordination, including with UN agencies.
	<ul style="list-style-type: none"> • Excellent communication & presentation skills (written & verbal) across multiple audiences with the ability to influence others while working in a multicultural, multi-ethnic environment with sensitivity and respect for diversity. • High motivation, and dedication to deliver results within strict timeframes, in challenging environments
<p>Language Requirements:</p>	<p>Working level in French and English is required.</p>