
VACANCY ANNOUNCEMENT Requisition No. 567529

Post title:	Programme Associate
	Open to the nationals of Armenia only
Category/Grade:	GS6
Closing Date for Applications:	30 November 2023
Type of Appointment:	FIXED TERM full time appointment administered under the provisions of the UN Rules and Regulations

For every child, a champion

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

How can you make a difference?

UNICEF is looking for a motivated and experienced individual to support Education programme by carrying out a range of procedural, administrative, and operational tasks, helping to develop, implement and monitor country programme activities, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations. The Programme Associate reports to the Early Childhood Development (ECD) Officer.

Major Duties and 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 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.

To qualify as an advocate for every child you will have...

Education:

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.

Experience:

- A minimum of six years of administrative or clerical work experience is required.
- Prior experience in programme support functions is an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.

Languages:

Fluency in Armenian and English is required. Knowledge of another official UN language, such as Russian, is an asset.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it.

Get acquainted with Our Values Charter: <https://uni.cf/UNICEFValues>

The core competencies required for this post are:

- 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)

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Application Procedures: All qualified applicants are strongly encouraged to apply online, using the UNICEF E-Recruitment system and following the online application link.

Remarks:

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable persons living with disabilities are encouraged to apply to become a part of the organization.

Applications are required to be submitted in English. Incomplete applications will not be considered. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. □ Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments are also subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.