



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Programme Officer (Cash Operations in Emergency)**
Supervisor Title/ Level: Organizational Unit:
Programme Officer, NOA, Social Policy
Post Location: Beirut, **UNICEF Lebanon Country Office**

Job Level: **NOA**
Job Profile No.:
CCOG Code: **N/A**
Functional Code: **N/A**
Job Classification Level: **N/A**

II. Organizational Context and Purpose for the job

UNICEF's core mission is to promote the rights of every child, everywhere, through its work in programmes, advocacy, and operations. At the global, regional, and country office level, UNICEF has been at the forefront of innovative programming in cash-based social assistance initiatives. The UNICEF Lebanon Country Office remains strongly committed to advancing these initiatives, with a continued focus on supporting vulnerable individuals.

In Lebanon, UNICEF is implementing various social protection programmes aimed at supporting households to invest in children's human capital development and reduce reliance on negative coping mechanisms, notably through cash transfers and referrals to complimentary services. The increasingly integrated and complex nature of these programmes requires experienced officers capable of ensuring that implementation processes and partners activities align with the intended programme design and objectives, to provide sound contextual analysis and inform strategic decisions on programme designs and development.

Job organizational context:

The Programme Officer (Cash Operations in Emergency) is to be used in a UNICEF country office.

Note: The Programme Officer (Cash Operations in Emergency) NOA position is based in UNICEF Beirut Office. The Programme Officer (Cash Operations in Emergency) will work under the supervision and guidance of the Programme Officer (Cash Operations) to support on operations and implementation of the cash programmes, particularly the cash assistance programme for Palestine refugees.

Purpose for the job:

Under the general guidance of the Programme Officer (Cash Operations), the Programme Officer (Cash Operations Officer in Emergency) is responsible for supporting throughout the stages of the cash-based programmes and related operational tasks, as well as any other social protection initiative involving cash components. These include, but not limited to, UNICEF LCO regular social

assistance programmes, emergency cash transfer responses and cash assistance to Palestine refugees. The role is focused on delivering concrete and sustainable results, ensuring the success of monitoring accountability and compliance activities for relevant cash-based interventions. The Programme Officer (Cash Operations in Emergency) will be fully integrated with the existing UNICEF Social Policy Team and the role will contribute to fostering sustained commitment to the Convention on the Rights of the Child and advancing global UN agendas, including the Sustainable Development Goals.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Cash Programmes Operations and Implementation Support

- Provide support to the Programme Officer (Cash Operations) under the Social Policy section on cash transfer initiatives, from design through to the delivery of concrete results, in line with the country context.
- Assist in the implementation and day-to-day operations of cash transfer programmes and other social protection initiatives with cash components, including delivery mechanisms and program scale-up. This encompasses managing monthly cash requests, drafting internal reports, preparing presentations, and taking meeting notes.
- Support the coordination with the Payment Unit team under the Operations section to ensure timely processing and reconciliation of cash interventions, including follow-up on payment list creation and payment schedules.
- Support the Cash Operations Programme Officer in handling contracts and financial requests/invoices for timely processing.
- Contribute to emergency preparedness and contingency planning to respond effectively to humanitarian crises and needs.
- Act as the focal point for handling day-to-day requests related to cash assistance for Palestine refugees, working closely with the relevant technical team and in close coordination with the Cash Operations Programme Officer leading the implementation.

2. Operational Oversight including, Monitoring, Accountability, and Grievance Redress Mechanisms

- Act as liaison between the Programme Officer (Cash Operations) and the Call Center to ensure timely implementation of activities as per programme design and requirements.
- Support in the implementation of all relevant risk management measures for cash programmes and other social protection initiatives.
- Support programme monitoring visits for cash programmes and social protection initiatives.
- Assist in handling day-to-day Grievance Redress Mechanism (GRM) requests from the Social Assistance field team, including dealing with any grievances received, in coordination with the Cash Operations Programme Officer.

- Support in strengthening the Accountability to Affected Populations (AAP) component throughout programmes implementation by proposing new ideas to enhance the effectiveness of the social assistance programmes communication with beneficiaries and GRM.
- Collaborate with the Programme Officer (Cash Operations) and the Office PSEA focal point to raise awareness among stakeholders on the prevention of sexual exploitation and abuse (PSEA).
- Contribute to operationalizing the post-distribution monitoring (PDM) exercise by activating the relevant channels, including coordinating with the Call Center team and/or with the Communication team for activities through the U-Report tool.
- Contribute to ongoing operations analysis by reviewing programme performance over the medium term, identifying areas of underperformance or operational bottlenecks, and suggesting solutions such as design improvements, additional trainings, or technical support.

3. Coordination and Collaboration for Cash Programmes

- Ensure effective internal coordination within the Social Policy section and across other UNICEF sections including field offices.
- Support the team in coordination and collaboration with the Government, implementing partners, NGOs, cash working groups, and other UN agencies to implement shock-responsive cash transfer interventions.
- Attend monthly Basic Assistance Working Group meetings at the governorate level and keep the Social Policy section informed on interventions by other UN agencies and service providers.

4. Knowledge Management

- Assist in documenting lessons learned on cash programming.
- Contribute to development of knowledge management products related to cash operations.
- Support in the drafting of SoPs for cash programmes and social protection initiatives.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The efficient and effective technical, administrative, and operational support provided to the design and implementation of cash assistance programmes - with a focus on monitoring, accountability, and compliance particularly for the Palestine Refugees cash transfers - contributes to the achievement of sustainable results. The objective is to create a protective environment for children and thus ensure their survival, development and well-being in society.

Achievements in social policy programmes and initiatives in turn contribute to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for children and vulnerable groups that promotes greater social equality in the country.

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

i) Core Values

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

or

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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:

A university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, Social Policy, Political Science, or another relevant technical field.

Experience:

A minimum of one year of professional experience in cash operations is required. Additional two years of experience in operations and implementation of large-scale programming in both humanitarian and social protection contexts is desirable.

Relevant experience in the Lebanon context with knowledge of the inter-agency coordination structures.

Experience in managing accountability mechanisms is an asset.

Experience in designing and implementing post distribution monitoring tools is an asset.

Background in or familiarity with emergency and shock-responsive social protection is highly valuable.

Language Requirements:	Fluency in English and Arabic are required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
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