

## TERMS OF REFERENCE- Temporary Appointment

### Summary

<b>Post Title</b>	Programme Officer (Child Protection)
<b>Proposed level</b>	NOB
<b>Location</b>	Country Office
<b>Duration</b>	364 days
<b>Supervisor</b>	Chief, child protection
<b>Funding</b>	SC130674

### Background

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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.

Sudan, surrounded by the Central African Republic, Chad, Egypt, Ethiopia, Eritrea, Libya and South Sudan, positioned next to East, West, South and North Africa, is surrounded by complex conflicts in an unpredictable, volatile and rapidly evolving region. Sudan is by size the third biggest country in Africa, with a diverse population of around 42 million people. Sudan's children make up half of the total population, and the past two decades have seen their lives significantly improve: fewer girls and boys are dying before their fifth birthday, primary school attendance is increasing, immunization coverage is high and the country remains polio free. Still, millions of children continue to suffer from protracted conflict in Darfur, the Kordofan's, and Blue Nile, from seasonal natural disasters, malnutrition and disease outbreaks, and from under-investment in basic social services. More than three million of Sudan's school aged children are not in the classroom. UNICEF has been in Sudan since 1952 and continues with a presence in 12 of Sudan's 18 states.

### Purpose

Under supervision of the Chief, Child Protection, the incumbent will perform a variety of knowledge management, programme/project/financial monitoring and analysis, and secretariat functions in support of a Joint Programme including United Nations Children's Fund (UNICEF), United Nations Population Fund and the World Health Organization, in order to strengthen overall management of the Joint Programme and the analysis of Value for Money.

## MAIN DUTIES AND RESPONSIBILITIES

### Reporting and Financial Management

- Support the development of financial management strategies and tools, including a framework and system for financial analysis of key activities to determine costing and value for money, flow of funds, and donor accountability.

- Collate required financial tracking information, including flow of funds to government partners, from the participating UN agencies, and identify gaps and other quality issues
- Prepare consolidated quarterly and annual financial reports with the participating agencies
- Monitor financial plans and expenditures including monthly cash forecast for funds, providing routine updates and flagging any emerging concerns with the Partnership Manager
- Update participating agency staffing profiles, context/event log (related risk register) and support partner and intervention mapping, as necessary

### **Program Monitoring and Implementation**

- Participate in monitoring and evaluation exercises, annual reviews, and other learning events with key stakeholders to assess progress, formulate recommendations and lessons learnt, and engage stakeholders to take action and find proactive and efficient solutions
- Identify and maintain a solution for a secure, cloud-based file-sharing platform to archive and organize all shared programme files for the three participating agencies and the donor
- Organize and arrange administrative aspects of meetings, workshops, trainings, and other events, including joint monitoring visits and other Khartoum and field-based activities
- Ensure case studies, human interest stories, lessons learnt, and learning/adaptive actions are documented and shared with all relevant stakeholders, partners, donor and beneficiaries

### **Coordination and Partnership**

- Organize and, in the absence of the Programme Partnership Manager, facilitate meetings amongst the participating agencies based on programme governance requirements
- Support the participating agencies to monitor activities to assess progress, identify bottlenecks and potential problems and share information with the Partnership Manager
- Ensure timely communication with partners on all program related issues through meeting minutes, action points, Gantt charts, and other programme management tools and support
- Support effective integration and synergy of all activities by all agencies

### **Expected background and Experience**

#### **Education:**

University degree in in Business, Public Administration, Financial Management, Social Sciences, Public Health, or other related field or comparable academic and professional qualifications

#### **Experience:**

- Experience in social sciences, community development, monitoring and evaluation, financial and programme management with specific knowledge of Child Protection,

Gender Equality, Protection, Gender-Based Violence, Social Norms, or related programme areas

- **Two years** of work experience in the field of finance or administrative administration and programme management. Experience in an international organization is desirable.

**Language Requirements:**

Fluency in English is Arabic required.

**Duty Station and Travel**

The position will be based in Khartoum with frequent travels to the interior of the country.

**Prepared by:** Fosca Giulidori, Chief Child Protection

Date: 14 December 2022

**Endorsed by:**

ML Eagleton

Date: 19/12/22

**Reviewed by:** Tolun Ozdemir, HR Manager

Date: 15 December 2022

**Approved by:**

Date: