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For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

# Programmes Specialist (HACT) & QA, P-3, Sana'a

**Vacancy No: I-VN-2014-003365**

**Duty Station: Sana'a Country: Republic of Yemen Region: MENA**

**Job Level: P-3 Position#: PSPHCTP3Y**

**Application Close: 07-Jan-15 Contract Type: Long-term Staff (FT)**

## Purpose of the Position

Under the direction of the chief of PM&E, and in close collaboration with the Deputy Representative, the Chief of operations, and Chief(s) of sections, s/he provides technical and administrative support for the effective implementation of HACT in order to achieve results related to:

1. Proactive implementation of efficient risk-based oversight of cash transferred to partners in the country;
2. Timely identification and remediation of risks impacting the achievement of results and efficient use of cash provided by UNICEF;
3. Adequate capacities of UNICEF staff and partners for the effective use of HACT throughout the partnership cycle;
4. Provision of adequate and continuous feedback to UNICEF on the quality of assurance activities in the field to achieve results and in adherence to UNCIEF's zero tolerance to corruption.

## Key Expected Results

1. Provide technical support to ensure that the Office has evidence-based information, as per the assurance plan, to assess whether progress reported by partners is in accordance with work plans and that resources provided by UNICEF are safeguarded, including:
2. Monitor whether activities are taking place as per the assurance plan and undertake analysis of issues requiring management attention.
3. Support the spot check process in the Office by undertaking select spot checks and/or providing technical support to internal staff or 3rd party undertaking spot checks.
4. Assist programme sections to manage appropriate follow-up actions to issues and recommendations identified in spot checks and scheduled audit.
5. Advise senior management when special audits may be required.
6. Provide technical support in drafting terms of reference for special audits and follow-up on findings.
7. Make recommendations to Office with regards to implementing UNDG HACT Framework as per UNCIEF policies and procedures.
8. Adapts HACT tools for the office, such as templates, according to the common criteria established in UNICEF policy and procedures.
9. Identify high-risk areas requiring special support from regional offices and/or HQ.
10. Provide administrative support to the Office in development, documentation and reporting on HACT plans and activities, including:
11. Document the Head of Office's decision regarding the use of the government's supreme audit institution.
12. Support micro assessment process, including documenting and updating the micro assessment plans and liaising with other adopting agencies for micro assessment of shared implementing partners.
13. Document the office's approach to determining cash transfer modality.
14. Document the office's capacity development plans.
15. Support the assurance planning and monitoring process, including ensuring that the assurance plan is documented and incorporates an active list of IPs, assurance plans per quarter (spot checks / field monitoring), reporting on the HACT Assurance Plans to the programme meeting and the CMT, and making recommendations for actions to ensure adequate implementation of the HACT Assurance Plan, and any planning required for partners shared with other adopting agencies.
16. Support in maintaining all documentation related to HACT activities (excluding FACE form) and ensures that it is shared with senior management and office staff as needed.
17. Assist in the preparation and oversight of country/sub-regional LTAs for HACT activities and support.
18. Communicate, as required, status of oversight of resources transferred to partners and HACT implementation in the Office to regional office and HQ.
19. In close consultation with senior managers, contribute to formulation of staff capacity development strategy and plans in relation to HACT (including for staff and partners in zonal/field offices) and exercise effective leadership in implementing them, ensuring that Office staff have the basic knowledge and skills to fulfill their responsibilities related to HACT, and training is planned and carried out to fill identified gaps.
20. Review the findings from micro assessment and assurance activities to identify common weaknesses in financial management of high and significant risk partners and propose capacity development actions that can be undertaken by UNICEF in line with the UNICEF procedure on HACT and provide administrative and technical support for their implementation.
21. Manage the capacity development of national partners to understand HACT processes and properly use the FACE form.
22. Support risk management exercises that identify risks for oversight of resources transferred to partners in accordance with HACT, as well as other programme oversight mechanisms established in the country, considering the larger risk picture in the country.
23. Serve as focal point for partnership mapping and partner strategic planning and documentation for all offices and HACT activities in the country. Coordinate the mapping activities with the zonal offices to ensure its accuracy.
24. Support programmes in formalizing partnerships and share partner assessments and other relevant documents for PCA review and implementing partner feedback based on past performance and knowledge, including liaising and sharing information with other UN agencies.

## Qualifications of Successful Candidate

**Education Background:**

Advanced University Degree in Social Sciences, Development Studies, Accounting, Business Administration, Economics or other relevant disciplines. A first level University Degree with a relevant combination of academic qualifications and experience particularly in Programme Management may be accepted in lieu of the Advanced University Degree.

**Work Experience:**

* Five years of continuous relevant international professional work experience in programme management, programme monitoring or partnership management.
* Demonstrated experience implementing and monitoring HACT or other grant management oversight and quality assurance approaches. Experience in risk assessment and management approaches, with hands on experience in financial and resource planning management and reporting on assurance activities would be an asset.
* UNICEF experience or other UN agency is highly desirable.
* Experience providing training in related areas in various cultural settings, especially in a developing country is highly desirable.
* Familiarity with United Nations and government financial management systems is highly desirable.
* Experience using SAP is highly desirable.
* Active involvement in a humanitarian crisis response considered an asset.

**Language Proficiency:**

Fluency in English and another UN language required (preferably French or Arabic).

## Competencies of Successful Candidate

1. Core Values:

* Commitment
* Diversity and Inclusion
* Integrity

1. Core Competencies:

* Communication
* Working with People
* Drive for Results

1. Functional Competencies:

* Leading and Supervising
* Formulating Strategies and Concepts
* Analyzing
* Relating and Networking
* Persuading and Influencing
* Creating and Innovating

## Remarks

\* The successful candidate for this emergency recruitment MUST be available to commence work within 31 days of receiving an offer.

\*\* Please note that Sana'a, Yemen is a non-family duty station.

## UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.