



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE (SJD) #124978

I. Post Information

Job Title: **Programme Assistant**
Supervisor Title/ Level: **Programme Manager**
Organizational Unit: **Programme**
Post Location: **UNICEF Uruguay Country Office**

Job Level: **G-5**
CCOG Code: **2A02**
Functional Code: **PMA**
Job Classification Level: **G-5**

II. Organizational Context and Purpose for the job

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

Strategic Context:

UNICEF has been present in Uruguay since 1992, providing technical cooperation and financial assistance to the Government and to the society in different areas to promote the rights of children and adolescents and generate opportunities for all of them to achieve the full development of their abilities. UNICEF work is based on a cooperation programme that is agreed with the Government every five years.

The current cooperation programme is under implementation until 2025. It covers the following thematic areas: protection of children against violence, access to justice, education, social policies, early childhood development, nutrition, mental health, as well as evidence generation, monitoring, participation and mobilization for children and adolescents' rights.

Purpose for the job:

Under the close supervision and guidance of the Programme Manager P3, the programme assistant supports the Programme section by carrying out a range of procedural, administrative, and operational tasks, to help develop, implement and monitor their country programme, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

III. Key functions, accountabilities and related duties/tasks

Under the supervision of the Programme Manager, and in close coordination with the Programme Associate:

Provide administrative support to programme development, planning and implementation:

- Supports in the preparation of TORs and necessary background documents for consultancies and external services for programme section, taking into account applicable policies and procedures. This includes drafting terms of reference for consultancies and biddings, obtaining quotations from a variety of sources if required, preparing the necessary documentation for presentation to the CRCs, or for discussion by Project Officers with Representative or with vendors.
- Prepares programme requisitions for supervisor's approval.
- Keeps vendor lists, partners, and consultant rosters up-to-date.
- Collects, codes and certifies invoices for approval by supervisor and thereafter processing in VISION.
- Assists in the administrative process of implementing partners' requests for assistance, following HACT processes.
- Carries out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs).
- Provides support for the roll-out, implementation and periodic update of UNICEF electronic programme management tools/systems (e-Tools, e-Work Planning, e-Field Monitoring, e-PD, e-ZHACT).
- Maintains calendar and arranging meetings for programme area. Takes minutes of meetings and keeping the correspondence of the team well organized.
- Supports capacity development activities, meetings and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts; arranging times through liaising with participants over availability; liaising with budget focal point and section over costs and needs; and preparing background materials for participants.
- Carries out specific administrative operational/control tasks for project/programme activities.

Provide support to financial management, budgeting, monitoring and reporting of programme results:

- Helps prepare and maintain records, documents and control plans for the budget monitoring of project/programme implementation and financial expenditures.
- Prepares monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results

- Assists in the preparation of periodic or ad-hoc financial reports relating to country office and donors, to support the office in optimizing the use of programme funds.
- When needed, provides other procedural, administrative, and/or operational support pertaining to programme/financial management and monitoring.

IV. Impact of Results

S/He supports the Programme section in the compilation and coordination of key work products, ensuring deadlines are met and that established rules and procedures are followed. The support provided by the programme assistant therefore creates the strongest possible administrative platform from which the country programme can then be delivered. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities.

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

Core Values

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

Core Competencies

- 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)

VI. Skills

- Thorough knowledge of UNICEF administrative policies and procedures.
- Strong organizational, planning and prioritizing skills and abilities.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint
- Strong office management skills.

VII. Recruitment Qualifications

Education:	<p>Completion of secondary education is required, preferably supplemented by technical or university courses related to finance, budget analysis, business administration, planning, development programming, economy, accountability or related areas.</p> <p>A University degree (Bachelor's degree or equivalent) in any of those areas is an important asset.</p>
Experience:	<p>A minimum of five years of progressively responsible administrative work experience is required.</p>
Language Requirements:	<p>Fluency in Spanish and English is required.</p>