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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **JOB PROFILE** |

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| **I. Post Information** | |
| Job Title: Humanitarian Cash Transfer Specialist Temporary Assignment (TA)  Supervisor Title/ Level: Emergency Specialist, Humanitarian Cash Transfers (P4)  Organizational Unit: DRC Emergency Unit  Post Location: Kinshasa | Job Level: P-3  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

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| II. Organizational Context and Purpose for the job |
| The Democratic Republic of the Congo is home to one of the world’s most complex and protracted crises: around 26.4 million people, including 15.4 million children, are enduring most of the escalation in armed conflict and recurrent disease outbreaks that are exacerbating chronic poverty, systemic weaknesses, and vulnerability.  The scale of humanitarian needs and protection concerns remains massive. In 2022, the country hosts the second-highest number of internally displaced people in the world. Population displacement continues to rise, with more than 1.29 million people displaced between January and July 2022. At least 97 per cent of displaced people live in Ituri, North Kivu and South Kivu Provinces, which have seen a growing number of targeted attacks against civilians and infrastructure, including sites for internally displaced people, schools, and health facilities. Protection concerns remain paramount. More than 2,500 grave violations against children were verified as of September 2022. Recruitment or use of children in armed forces and armed groups is increasing, as is killing, and maiming of children, which increased by 10 percent in 2022 compared with 2021.  UNICEF in DRC uses cash transfers modality for humanitarian cash transfers and social protection programs to support most vulnerable populations in the country to address the basic and sectoral needs and services. Through longer term cash-based interventions UNICEF DRC supports beneficiary households and communities towards sustainable and middle & longer-term outcomes. UNICEF in DRC optimizes the use multipurpose cash transfers to achieve sectoral and multisectoral outcomes. Rapid Response & Basic Needs humanitarian cash transfers, Cash+ programs focusing on Nutrition, GBV and Child Protection outcomes, longer-term shock responsive cash and cash based social protection programs and incentive payments for sectoral systems strengthening are some of the cash-based programming approaches adopted by the HCT team and respective UNICEF sections in DRC.  **Purpose of the job:**  Under the direct supervision of the Emergency Specialist (HCT), UNICEF DRC and in close cooperation with the emergency and sectoral teams the position will support management of technical and operational elements of UNICEF’s cash transfers interventions across the country and contribute to scaling up cash transfers interventions in DRC in a cross-sectoral manner. More specifically, the incumbent will be working closely with field offices, implementing partners, financial service providers and internal operational units to manage HCT interventions in an efficient and effective manner. |

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| 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:**  Under the direct supervision the Humanitarian Cash Transfer Specialist P4, the HCT Specialist P3 position will focus on the tasks provided below:   1. **Programme Development and Management**    1. Develop, review, and maintain work plans with time frames and deadlines for key activities of UNICEF’s HCT and Cash+ programs; based on changing and emerging needs.    2. Ensure standard operating procedures are implemented and updated as required.    3. Support and manage UNICEF HCT Implementing partners in the field.    4. Conduct regular operational analysis of the programme, identify areas of inferior performance, bottlenecks, and identify solutions such as program and process design improvements, additional trainings, and technical support.    5. Ensure relevant analysis of complaints and feedback received through various sources and ensure implementing partners relevant follow up.    6. Prepare relevant programme reports required for management & donors, budget reviews, program analysis and annual reports.    7. Establish and supervise work plans and monitor progress and compliance. 2. **Monitoring**     1. Works closely with the relevant colleagues to implement a sound monitoring and evaluation system for the cash transfer programme; undertakes field visits to monitor and assess programme implementation and decides on required corrective action.    2. Provide guidance to the relevant colleagues on the integrated use of a diversified set of data collection tools and methodologies including leveraging existing implementing partner systems,    3. Produce relevant knowledge management products on HCT results and outcomes through data collection and analysis, complete and accurate reporting as well generating and documenting lessons learned.    4. Manage implementing partners and third-party monitoring partners to deliver accurate, dependable, and timely outputs. 3. **Partnership, Coordination and Collaboration**     1. Support development of partnerships and collaboration with counterparts, including those of the UN, humanitarian partners, Government institutions and civil society organizations, to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation of humanitarian cash transfers programs.    2. Collaborate with the Operations Section to ensure that UNICEF’s HCT programs are implemented timely and effectively.    3. Create, maintain, and manage effective partnerships with financial service providers.    4. Maintain close collaboration with CO, Regional Advisers and HQ Officers for effective overall coordination on programmes.    5. Plan, develop and implement linkages to other sectoral programme(s) by collaborating with UNICEF sectoral teams, the government, and other partners. Provide leadership in provision of technical advice, negotiation, advocacy, and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation. 4. **Optimum Use of Programme Funds for cash transfer programme**    1. Establish and supervise programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of program funds and make sure that UNICEF’s funds are properly monitored and liquidated.    2. Take appropriate actions to optimize use of programme funds. Ensure programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.    3. Ensure all applicable Harmonized Approach to Cash Transfers (HACT) risk management measures are implemented. |
| 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)* |
| 1. Cash Transfer programme and operational workflows are coordinated to ensure timely programme delivery 2. DRC CO program sections and Operations are aware of their respective roles and responsibilities in providing respective technical oversight and operational support for HCT 3. Programme development and implementation takes places in accordance with UNICEF global guidance and best practices |

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| V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) | |
| **Core Values**  Care, Respect, Integrity, Trust, Accountability and Sustainability  **Core Competencies**   * Nurtures, Leads and Manages People (2) * Demonstrates Self Awareness and Ethical Awareness (2) * Works Collaboratively with others (2) * Builds and Maintains Partnerships (2) * Innovates and Embraces Change (2) * Thinks and Acts Strategically (2) * Drive to achieve impactful results (2) * Manages ambiguity and complexity (2) |  |

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| **VI. Recruitment Qualifications** | |
| Education: | Advanced university degree in international development, social sciences, public policy, public health, or relevant field |
| Experience: | Five years of relevant professional work experience in managing cash transfers modality.  Developing country work experience  Background/familiarity with Emergency and Humanitarian Cash Transfers. |
| Knowledge and skills | * Experience in programme management, including planning, budget management, and reporting, is required. * Experience in coordinating grievances redressal mechanisms in humanitarian cash transfers program. * Ability to work independently and respond to feedback in a timely and professional manner. * Experience in emergency program implementation. * Demonstrated knowledge in use of cash in emergencies. * Familiarity with UNICEF’s programmes in emergency contexts preferred. * Experience in multi-stakeholder co-ordination and facilitation. * Excellent communication & presentation skills (written & verbal) across multiple audiences with the ability to influence others while working in a multicultural, multi-ethnic environment with sensitivity and respect for diversity. * High motivation, and dedication to deliver results within strict timeframes. |
| Language Requirements: | Fluency in French and English are required. Knowledge of another UN language or local language is an asset. |