

Terms of Reference

Title & Level	Programme Associate, G-6 (TA)
Location	Freetown Sierra Leone
Duration	364 Days
Reporting to	Chief Education
Budget Code/PBA No	
Project and activity codes	

BACKGROUND

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.

Job organizational context:

The Programme Associate at the **G-6 level** will support the Education Section in executing the overall financial and operational aspects of the programme implementation. The incumbent will also need to work with other sections such as Supply, Budget Management, Finance, HACT and other programme colleagues to ensure compliance with UNICEF procedures.

Purpose for the job:

Under the supervision and guidance of the Chief Education Section, the programme associate supports the Education Section through providing a range of procedural, administrative, and operational support in developing, implementing, executing and monitoring their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

- Facilitating the development of programme cooperation agreements (PCAs) by providing information and drafting selected sections of it.
- Ensuring the timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).
- Conducting programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.

- Helping conduct regular spot checks of partner's projects to assess their financial record-keeping, expenditure controls and reporting systems.
- Monitoring and tracking the efficient distribution of supplies that are required for effective programme delivery.
- Supporting the programme section in researching, compiling and analyzing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate programme delivery as well as preparation of reports, working papers and presentations.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and making amendments and alterations as per section revisions when necessary.
- Carrying out transactions in VISION pertaining to grants and programme-related items for his/her section including but not limited to registering grant allotments and tracking expiring programme grants.
- Preparing monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
- Regularly monitoring budgets and financial expenditures of the section by employing applicable tools, ensuring compliance with UNICEF rules and regulations, and keeping supervisor informed and advised on actions for decision and/or follow up.
- Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- Supports capacity development activities related to programme development by preparing training materials and participating in exercises.

QUALIFICATIONS OF SUCCESSFUL CANDIDATE

Education

Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization. (A bachelor's degree from a recognized academic institution in a field relevant to the position can substitute for three years of required experience. A master's degree from a recognized academic institution in a field relevant to the position can substitute for five years of required experience).

Required Experience

A minimum of six years of administrative or clerical work experience is required.

Prior experience in programme support functions.

Language requirements

Fluency in English is required. Knowledge of Krio and other local languages of Sierra Leone is considered as an asset.

COMPETENCIES OF SUCCESSFUL CANDIDATE

Core Values

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

Core Competencies

- 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)

Functional Competencies

- Analysing (2)
- Applying technical expertise (2)
- Planning and organizing (2)
- Following instructions and procedures (2)

VI. Signatures/Job Description Certification	
Requested by:	
Name:	Date:
Title: Chief, Education Section	
Reviewed by:	
Name:	Date:
Title: Human Resources Manager	

Endorsed by:

Name:

Date

Title: **Deputy Representative, Programmes**

Approved by:

Name:

Date

Title: **Representative**