

Terms of Reference

TEMPORARY APPOINTMENT (364 days)

Programme Officer-HACT

Title & Level	Programme Officer-HACT, NOB.
Location	Freetown – Sierra Leone
Duration	364 days
Start Date	01/07/2023
Reporting to	Programme Officer HACT
Budget Code/PBA No	
Project and activity codes	

I. BACKGROUND

UNICEF is a leading humanitarian and development agency working globally for children rights. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle. UNICEF strives to ensure that all children are born alive, stay safe and keep learning.

For over 75 years, UNICEF has endeavoured to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence driven by the goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers, and policy makers to help all children realize their rights—especially the most disadvantaged.

II. PURPOSE OF THE JOB

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. UNICEF has adopted the Harmonized Approach to Cash Transfers (HACT) as an approach to obtain assurance that results have been achieved in line with optimal resource utilization. It aims to manage risks related to direct cash transfers to implementing partners in support of programme implementation, reducing partner transaction costs and allowing progressive use of national systems for management and accountability of results and resources.

Under the supervision of the Programme Officer HACT and overall guidance of the Chief Planning & Monitoring, the Programme Officer (HACT), NO-B, TA, will be responsible for providing professional financial, operational, and administrative assistance throughout the programming process by preparing, managing and/or executing a variety of technical and administrative tasks to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and UNICEF HACT procedures.

III. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

Summary of the Key Functions, Accountabilities and Related Duties or Tasks Include:

1. **Support to HACT Planning during the Programming Process**
2. **Support to Implementation of Assurance Activities**
3. **Review and Use of HACT Reports**
4. **Networking and Inter-Agency Partnership**
5. **Innovation, Knowledge Management and Capacity Building**

1. **Support to the HACT Planning during the Programming Process**

- Participate in HACT planning and discussions and support the development and completion of HACT plans through research, collection, analysis and reporting of related information/data to facilitate planning and priority setting for HACT activities.
- Provide technical and operational support throughout the process by executing/administering technical, operational, and administrative transactions and preparing related materials/documentations to ensure the incorporation of HACT into the country programme.
- Prepare CO-wide micro assessment and assurance plans in collaboration with other programme staff and relevant operations colleagues.
- Prepare information on shared implementing partners to facilitate joint planning and execution of micro assessments and audits in line with the UNICEF HACT procedure.

2. **Support to Implementation of HACT Activities**

- Serve as the reference person on HACT implementation in the office.
- Facilitate the execution of HACT activities undertaken by external service providers through scheduling, arranging briefings and related administrative needs to ensure service providers have appropriate and comprehensive information for effective and efficient completion of assignments.
- Conduct and/or coordinate spot checks of implementing partners in collaboration with other CO staff.
- Support the preparation of HACT Implementation Status Report in InSight through collation of implementation information from relevant CO colleagues.
- Contribute to the development and monitoring of implementation of CO HACT-related SOPs and internal procedures, including for escalation of issues identified through assurance activities.

3. **Review and Use of HACT Reports**

- Support the recording and updating of risk ratings of implementing partners in VISION through review of the Vendor Master and provision of relevant information to appropriate colleagues in the CO.
- Establish a central repository for HACT decisions, documentation, and reports to provide timely and current information to facilitate implementation of HACT in the CO.
- Review assessments and programme assurance reports to identify areas of weaknesses related to the implementation of HACT and keep supervisor/partners informed of findings for timely action and/or intervention.

4. Networking and Inter-Agency Partnership

- Provide technical information and operational support to implementing partners, UN system partners and other stakeholders in the CO on the implementation of HACT to reinforce UN/CO harmonization and coordination.
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of HACT information and knowledge to facilitate/build their capacity for implementing HACT.
- Participate in appropriate inter-agency meetings/events to facilitate and promote sharing of information, knowledge, experiences, and best practices.
- Interact regularly with other country offices and the regional office on HACT.

5. Innovation, Knowledge Management and Capacity Building

- Identify, synthesize and share lessons learned from HACT and its implementation for integration into broader knowledge development planning and management efforts.
- Identify, synthesize and share lessons learned and best practice in the implementation of HACT.
- Contribute to design and implementation of capacity development strategy/initiatives for implementing partners which can be supported by UNICEF through identification of common weaknesses in financial and procurement management from review of micro assessment and assurance activity reports of high and significant risk partners.
- Contribute to the design and implementation of capacity development strategy/initiatives for CO staff to ensure that staff has the knowledge and skills to fulfill their responsibilities under HACT.

IV. QUALIFICATIONS OF SUCCESSFUL CANDIDATE

Education:	A university degree in one of the following fields is required: Development Studies, International Development, Business Administration, Financial Management, Economics, Auditing, Project/Programme Management or another relevant technical field.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: programme development/management, financial planning and management, or another related area.</p> <p>Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.</p>
Technical Competencies:	Proficiency in computer skills, including Word, PowerPoint and Excel.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

V. COMPETENCIES OF SUCCESSFUL CANDIDATE

<p><u>Core Values:</u></p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability ▪ Sustainability ▪ <p><u>Core competencies:</u></p> <ul style="list-style-type: none"> ▪ Demonstrates Self Awareness and Ethical Awareness (I) ▪ Works Collaboratively with others (I) ▪ Builds and Maintains Partnerships (I) ▪ Innovates and Embraces Change (I) ▪ Thinks and Acts Strategically (I) ▪ Drive to achieve impactful results (I) ▪ Manages ambiguity and complexity (I) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Formulating strategies and concepts (I) ▪ Analyzing (II) ▪ Applying technical expertise (II) ▪ Learning and researching (II) ▪ Planning and organizing (II)
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VIII. Signatures- Job Description Certification

Submitted by:

Name: _____ Signature _____ Date _____
 Title: **OIC, Planning, Monitoring and Evaluation Section**

Reviewed by:

Name: _____ Signature _____ Date _____
 Title: **HR Manager**

Endorsed by:

Name: _____ Signature _____ Date _____
 Title: **Deputy Representative, Programmes**

Approved by:

Name: _____ Signature _____ Date _____
 Title: **Representative**