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| **I. Post Information** |
| **Job Title:** Partnerships Officer (HACT)**Supervisor Title/ Level:** Implementing Partnership Management Specialist, P-3**Organization Unit:** Resource Mobilization and Partnerships team, Deputy Representative’s Office **Post Location:** Khartoum, Sudan Country office | **Job Level:** NOB**Job profile No:** **COOG Code:****Functional Code:** **Job Classification level:**  |

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| **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 programmes, in advocacy and in operations. UNICEF has adopted the Harmonized Approach to Cash Transfers (HACT) as an approach for obtaining assurance that results have been achieved in line with resource utilization. It aims at managing risks related to cash transfers made 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. **Purpose for the job:** The Partnerships (HACT) Officer NOB reportsto P3 Implementing Partnership Management Specialist. The HACT officer NOB provides 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 CSO Procedure. |

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| **III. Key function, accountabilities and related duties/tasks**  |
| **Summary of key functions/accountabilities:** 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. **Knowledge management and capacity building**
6. **Support to partnership management**
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| 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 the 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.
* Follow-up on planning and implementation of assurance activities (micro assessments, programmatic visits, spot-checks and audits), in collaboration with programme staff and relevant operations colleagues and external entities as needed.
* Prepare information on shared IP with other UN agencies and facilitate joint planning and execution of micro assessments and audits in line with the UNICEF HACT Procedure.
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| 1. **Support to implementation of HACT activities**
* Serve as reference person on HACT implementation in the office.
* Support Implementing Partnership Management and Operations Specialist in the execution of HACT activities undertaken by external service providers through scheduling, arranging briefings and supporting related administrative needs to ensure service providers have appropriate and comprehensive information for effective and efficient completion of their assignments.
* Conduct and/or coordinate spot checks, and other auditing activities, of implementing partners in collaboration with other CO staff.
* Conduct accounting and financial research when required to ensure the proper use of UNICEF’s resources.
* 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.
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| 1. **Review and use of HACT reports**
* Support the recording and updating of risk ratings and recommendations of implementing partners in VISION through review of the Vendor Master and provision of relevant information to appropriate colleagues in the CO.
* Maintain a central repository (eTools) for HACT decisions, partnership documentation and reports to provide timely and current information to facilitate implementation of HACT in the CO.
* Support in reviewing assessments and programme assurance and audit 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.
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| 1. **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.
* Interact regularly with other country offices and the Regional Office on HACT.
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| 1. **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 practices in the implementation of HACT.
* Contribute to the design and implementation of a capacity development strategy/initiatives for implementing partners which can be supported by UNICEF through the identification of common weaknesses in financial and procurement management from review of micro assessments and assurance activity reports of high and significant risk partners.
* Contribute to the design and implementation of a capacity development strategy/initiatives for CO staff to ensure that staff and partners have the knowledge and skills to fulfill their responsibilities under HACT.
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| 1. **Support to partnership management**
* Support reviewing PRC submissions and calls for PRC meetings
* Document PRC minutes and assist PO’s in addressing partnership and HACT issues
* Support in ensuring PCA documents are processed within specified time
* Provide support on partnership management on eTools
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| **IV. Impact of Results**  |
| The effective support provided by the HACT Officer NOB to the careful planning and effective implementation of the HACT activities and good partnership management directly impacts programme execution and delivery of sustainable results and promotes national ownership and accountability for programme resources. |

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| **VI. Recruitment Qualifications** |
| Education: | Advanced University Degree in International Development, Programme/Project Management, Business Administration, Financial Management, Economics, Accounting or another relevant field isrequired. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. |
| Experience: | Two years (with Advanced University degree) or four years (with First Level degree)of relevant experience in the usage of MS Office software and advanced knowledge of spreadsheet and database solutions. Experience in handling of web based management systems and ERP financial, preferably SAP is an asset. Experience of IPSAS and/or IFRS likewise an asset. Experience with accounting, financial management, risk management is an additional asset. |
| Language Requirements: | Fluency in English and at least oral Arabic is required. Knowledge of another official UN language is an asset |

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| **VII. Signatures- Job Description Certification** |
| Name Mary Kissinga Signature DateTitle: Implementing Partnership Management Specialist (Supervisor) |
|  Name Larissa Bruun Signature DateTitle: Partnership and Resource Mobilization Manager |
| Name Nafisa Binte Shafique Signature DateTitle: Deputy Representative |