



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Programme Associate**
Supervisor Title/ Level: **Planning & Monitoring Officer at Field Office**
Organizational Unit: **Programme**
Post Location: **Field Offices (Cabo Delgado, Nampula, Sofala, Zambezia), Mozambique**

Job Level: **G-6**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **G-6**

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. 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:

Mozambique Country Office (MCO) initiated the implementation of the new 2022-2026 Country Programme in March 2022 as part of the United Nations Sustainable Development Cooperation Framework (UNSDCF) for the same period. The 2022-2026 country programme document (CPD) was approved by the UNICEF Executive Board in the first regular session in February 2022. The programme is the fourth largest for UNICEF in East and Southern Africa in terms of budget and human resources.

Purpose of the job:

Under the supervision and guidance of the Field Office based Planning & Monitoring Officer (NO2 level), and in collaboration with the Budget Officer and HACT team in Maputo, the Programme Associate supports the Field Office (FO) by providing general administrative and budget management support, as well as programme-specialized tasks that are procedural in nature, for all Field Office Implementing Partners (IPs) across programme teams.

The below tasks are expected to be executed independently, and at this level, when encountering scenarios outside of the established pattern, the incumbent is expected to demonstrate the capacity to research, adapt and evaluate.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

General Administration

The Programme Associate is responsible for providing solid administrative and budget management support to the Field Office by implementing a variety of standardized administrative and financial/budget management tasks.

Typical activities include:

- Supporting capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers, and hosts; liaising with participants about their availability; liaising with budget focal points and Sections over costs and needs; and preparing background materials for participants. Supporting capacity development activities related to programme development and monitoring, and related internal UNICEF systems/tools

General Financial and Budget Support

The Programme Associate is responsible for providing financial and budget support for his/her team.

Typical activities include:

- Supporting the CFO and Budget Officer with grants and programme-related items for Field Office Implementing Partners (IPs) including, but not limited to, tracking expiring programme grants, reviewing open commitments and Direct Cash Transfers (DCTs), and elaborating plans and /or solutions for fully executing grant funds.
- Regularly monitoring Field Office budgets vs. financial expenditures by employing applicable tools, ensuring compliance with UNICEF rules and regulations, keeping supervisor and others (CFO, Budget Owners, etc.) informed and advised on actions for decision and/or follow up.
- Generate financial and programmatic reports using UNICEF tools (VISION, Insight, eTools, etc.) and other sources for the Field Office and larger Budget/Grants Management, HACT and Planning, Monitoring and Evaluation (PME) team as required.

Programme Support

The Programme Associate is responsible for the timely and accurate execution of the administrative tasks which underpin programme delivery.

Typical activities include:

- Maintaining and updating programme files of Field Office implementing partners (IPs), including Project Documents signed and revised, project progress reports, budgets, as well as uploading relevant documents to MCO SharePoint and/or eTools as needed.
- Arranging for the recording and processing of IP requests for all cash transfers modalities, ensuring requests are processed within the stipulated timeframe in compliance with Organizational KPIs.
- In coordination with the PME Section, the Business Support Centre (BSC), project personnel and programme staff, support training needs and provide guidance on UNICEF HACT and national policies and procedures to Field Office IPs when necessary.
- Provide support to the Programme Officers in the planning and reviewing of the IP programme budgets ensuring compliance with the UNICEF requirements (e.g., undertake necessary research on reasonable costs for implementation of activities at a regional/local level).

- Have in-depth knowledge of organizational tools (i.e., e-Tools modules, Insight, eZHACT 2.0, VISION, UNPP, Partner Reporting Portal) to provide support to relevant stakeholders.
- Contributing to financial assurance activities in regard to Field Office IPs, this includes participating in the HACT Working Group to review spot check and audit findings and supporting Programme Officers to follow-up on open action points.
- Support and monitor FO IPs Action Plans based on the micro-assessment recommendations, ensuring that IPs adhere to the established timelines.
- Supporting Programme Officers to maintain a good relationship and regular communication with IPs to ensure that partners submit quality FACE Forms on time, in correct format, as well as both narrative and financial reports.
- Monitoring the DCTs ageing to ensure accurate FACE forms for liquidations are submitted within the stipulated timeframe in compliance with the Organization's KPIs.
- Monitor HACT risk ratings, core assessments and PSEA risk ratings and subsequent action plans.
- Support end user monitoring in UNICEF focus districts for cash and supplies and prepare reports for review by supervisor as needed.
- Generate and share with FO eTools progress reports for the purpose of monitoring section implementation (Active PD, HPD, Spot Check report, Audits, Trip reports and open Actions Points).

IV. Impact of Results

The accuracy of the support provided by the Programme Associate facilitates the administrative and financial functioning of the Field Office, and from a programmatic perspective, facilitates the accurate decision making of supervisors. This impacts the delivery of concrete and sustainable results for the respective section, which in turn enhances UNICEF's capacity in helping the most vulnerable women and children in the country.

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

i) Core Values

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

Core Competencies

- Builds and Maintains Partnerships (1)
- Demonstrates self-awareness and ethical (1)
- Drive to achieve results for impact (1)
- Innovates and embraces change (1)
- Manages ambiguity and complexity (1)
- Thinks and acts strategically (1)
- Works collaboratively with others (1)

VI. Skills

- In-depth knowledge of financial, budgeting and administrative processes
- Good organizational skills and attention to detail
- Good analytical skills
- Strong communication and interpersonal skills

VI. Recruitment Qualifications	
Education:	Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization, is required.
Experience:	A minimum of 6 years of experience in finance, budgeting and administrative support to programme management in the development sector is required.
Language Requirements:	Fluency in English and Portuguese is required.