

TEMPORARY APPOINTMENT: Programme Officer (HACT)		
UNICEF Malawi is seeking to engage a temporary appointment to provide 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 Harmonised Approach to Cash Transfers (HACT) in line with the UNICEF HACT Policy and UNICEF HACT procedure.		
Engagement contract	Temporary Appointment	
Post Level	NOB	
Location	Malawi, Lilongwe	
Duration	30 November 2023	
Supervisor	Implementing Partnership Management Specialist	
Funding details	WBS	2690/A0/06/880/007/001
	Validity date	31/12/2023

1. ORGANIZATIONAL CONTEXT

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.

Strategic office context: The overall goal of the UNICEF Malawi Country Programme of Cooperation, 2019-2023, is to contribute to the Government of Malawi’s efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities and expected to contribute to the Malawi Growth and Development Strategy (MGDS) III, 2018-2022, and the United Nations Development Assistance Framework (UNDAF), 2019-2023, while concurrently working toward the achievement of the Sustainable Development Goals (SDGs).

UNICEF Malawi Country Office 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 risk 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 programme results and resources.

2. PURPOSE OF THE JOB

Under the overall guidance and direction of the Implementing Partnership Management Specialist, the Programme Officer (HACT) provides professional financial, operational and administrative support throughout the programming process by preparing, managing and/or executing a variety of technical and administrative tasks to facilitate the effective implementation of HACT activities in line with the UNICEF HACT Policy and UNICEF HACT procedure.

3. KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

The Programme Officer (HACT) is expected to provide technical support as part of the HACT team and in partnership with counterparts and partners with a specific focus on the following elements:

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.

4. QUALIFICATIONS

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:

- 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.
- Experience in auditing, risk management and compliance is required.
- Experience in development programming and partnerships is required.
- Relevant experience in a UN system agency or organization is considered an asset.

- Experience working in a developing country is considered a strong asset.
- Background and/or familiarity with emergency is considered an asset.

Expected technical knowledge and skills:

- A strong understanding and technical knowledge of risk management, audit and compliance is required.
- A good understanding of development programming and partnerships is required.

Language:

- Fluency in English and a local language, both strong verbal and written skills, is essential.

5. COMPETENCIES

Core Values

- Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS).

Core Competencies

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others.

6. ENDORSEMENT OF TERMS OF REFERENCE:

Function	Name	Signature	Date
Prepared by	Cathal Elder Implementing Partnership Management Specialist		10/11/2022
Reviewed by	Human Resource Specialist		13 Nov 22
	N/a Section Chief		
Endorsed by	Gerrit Maritz Deputy Representative		14.11.2022
Approved by	Rudolf Schwenk Representative		14 November 2022