



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

### I. Post Information

Job Title: **Programme Associate**  
**Education Cluster**  
Supervisor Title/ Level: **Education Officer**  
**(Emergencies)**  
Organizational Unit: **Education**  
Post Location: **UNICEF Country Office**

Job Level: **G-6**  
CCOG Code: **2A02**  
Functional Code: **PMA**  
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. The protection of children on the move in programmes, in advocacy and in operations is one of the outcomes of the current Country Program Document. 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 Generic Job Profile for the Programme Associate at the **G-6 level** is to be used in a UNICEF office in Bogota, in Education unit.

This GJP covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the GJP. If this is the case, this can be made clear in work plans and/or individual performance plans.

#### **Purpose for the job:**

Under the supervision and guidance of the supervisor and the technical lead of Education Unit, the Programme Associate supports the respective section (s) by carrying out a range of programme support functions to help develop, implement and monitor their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Programme Associate Education Cluster supports the leadership of the education in emergencies cluster, the generation of information and follow-up to needs assessments and response plans at national and territorial level and its nexus with development. Increasingly, the information produced by the cluster is used for decision making by the humanitarian sector, donors and government in accordance with the current cooperation cycle.

### III. Key functions, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

- Facilitating the development of education programmes in the Country Office
- Supporting education programmes implementation with a child right and a gender approach.
- Conducting programme monitoring in UNICEF focus districts for programme cooperation agreements (PCAs).
- 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.
- Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- Supporting capacity development activities related to programme development by preparing training materials and participating in exercises.
- Supporting PEAS and safeguarding policies implementation by education implementing partners.

### IV. Impact of Results

S/He is accountable for the full spectrum of administrative and project/programme support activities. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities. Accurate programme monitoring and recommendations, data entry and presentation of information ensure proper programme decision-making.

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

### i) Core Values

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

### ii) Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

## VI. Skills

- In-depth knowledge of the administration which underpins UNICEF country office programme/project operations, including monitoring and evaluation processes.
- Strong organizational, planning and prioritizing skills and abilities.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Strong office management skills.
- High attention to detail.
- Ability to effectively manage the section's material resources and monitor its budget.
- Good analytical skills.
- Experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint

## VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to child rights or education issues.
Experience:	A minimum of six years of programme support functions experience is required. At least 3 of them in specific education in emergencies projects.  Experience on child rights, education and gender approach is considered as an asset.

	<p>Prior experience in administrative or clerical work is an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p> <p>For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience. A master's degree may replace additional two years.</p>
Language Requirements:	<p>Fluency in Spanish is required.</p> <p>Intermediate level in English is required.</p> <p>Knowledge of another official UN language (Arabic, Chinese, French or Russian) is an asset.</p>