



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Emergency Specialist -Humanitarian
Cash transfer
Supervisor Title/ Level: Chief emergency
Organizational Unit: Emergency
Post Location: Kinshasa, DRC

Job Level: P4
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: P4

II. Purpose for the job

Purpose for the job:

This position will provide strategic, technical and operational assistance to DRC country office to scale up cash transfer programs and improve program design and operational capacity for utilization of humanitarian cash transfers (HCT) across sectors. More specifically, the position will support all sections and field offices to design and develop Cash+, Rapid Response HCT and longer term cash-based social protection programmes. The position is also responsible for managing and leading UNICEF DRC HCT Team, supporting resource mobilization efforts for cash transfer programmes, as well as leading internal cash coordination structures and representing UNICEF in HCT-related inter-agency fora.

Job organizational context

This position is part of the emergency section, based in Kinshasa, DRC country office. The incumbent works under the direct supervision of the Chief of Emergency and in close collaboration with the Deputy Representative Operations, the Deputy Representative Programme, Chief of Social Policy and all Chiefs of Sections for Cash+ Programmes.

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

1. Management of HCT Team, technical and operational support to sections and field offices

- Managed directly the HCT team with staff both in Kinshasa and Goma a. Provide exemplary management and leadership, motivating and developing people under supervised to perform at their best and live the core values (care, respect, integrity, trust, accountability).
- Technically and operationally assist the formulation, preparation and implementation of HCT, Cash+ and transition to longer cash based Social Protection programmes.

- Support CO internal cross-sector HCT related response analysis.
- Undertake HCT field feasibility assessments in close collaboration with CO relevant focal points, including social protection and sectors colleagues.
- Collaborate with sectoral and cross sectoral programme officers to ensure that HCT programmes are coherent with UNICEF's country programme and its Core
- Support relevant colleagues, remotely and in person to manage UNICEF HCT Implementing partners in the field.
- Conduct regular operational analysis of the programmes, identify areas of poor performance, bottlenecks, and identify solutions such as design improvements, additional trainings and technical support.
- Work in close collaboration with programme and operations focal points to update office HCT related risk registry and risk mitigation measures.
- Coordinate with the Operations financial service providers (FSP) focal points any new requirements for FSP uses and support Operations team in management of FSP contracts.
- In close collaboration with the M&E and IM teams, ensure the establishment and implementation of a sound monitoring and evaluation system for the HCT programmes, including an effective post-distribution mechanism, undertake field visits to monitor and assess programme implementation and decide on required corrective action.
- Coordinate and support HCT related third-party monitoring agreements, for verification of payments in close collaboration with the M&E unit and the Harmonized Approach to Cash Transfers (HACT) focal point.
- Work in close collaboration with Programme Sections and Operations Units on complaints and feedback mechanisms; ensure relevant analysis of complaints and feedback received through different sources and ensure relevant follow up.
- Coordinate with FSP for developing and updating training tools.

2. Partnership and inter-agency representation

- Liaise and work closely with UN Common Cash System focal points from other agencies to identify complementarities and operational synergies.
- Represent and advocate for UNICEF strategic positions on Humanitarian cash transfers in HCT related cash coordination forum such as cash working group, clusters, Inter-cluster.
- Provide oversight to HCT related formalization of external partnerships, including with WFP, UNHCR, OCHA, World Bank, CaLP etc.
- Work with respective Sections for resource mobilization efforts for Cash+, Rapid Response HCT and cash based Social Protection Programmes.

3. Overall coordination of Humanitarian Cash Transfer related activities

- Support the facilitation of the HCT office Task force, prepare agenda, updates, review of progress.
- Oversee the coordination of HCT related office tools such HOPE, GRM etc.
- Disseminate UNICEF HCT related policy, guidance and tools as well as inter-agency strategies and operational guidelines.
- Document field experience including new models of implementation, programmatic approach, joint programme, inter-agency coordination efforts.
- Liaise regularly with RO, HQ cash focal points, through established coordination mechanisms to ensure follow-up actions at the respective levels are taken.

IV. Impact of Results

By fulfilling the above-mentioned responsibilities, this position will allow UNICEF to comply with its commitment to scale up cash programming, to foster collective synergies and complementarities with other UN agencies HCT programme, and to provide adequate level of risk management and quality assurance in HCT programmes.

V. Competencies and level of proficiency required

Core Values

- Trust and Accountability
- Care and Respect
- Integrity

Competencies: (level 2)

- Builds and maintains partnerships
- Drive to achieve results for impact
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

VI. Recruitment Qualifications

Education:

Master's degree in economics, social science, public administration, law, international relations, business administration or other related disciplines. Bachelor's degree complemented with relevant industry certifications and work experience can be considered.

Experience:

- Minimum eight years professional work experience at national and international levels in humanitarian programme/project development, planning, implementation, monitoring, evaluation and administration.
- At least five years' experience working on the design, and implementation of humanitarian cash transfer programmes in different complex emergencies,
- Experience in providing HCT related technical assistance to country offices in complex emergency
- HCT experience with UNICEF is an asset
- Experience and/or exposure to inter agency cash coordination, including with UN agencies
- Excellent communication & presentation skills (written & verbal) in both French and English across multiple audiences with the ability to influence others while working in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- High motivation, and dedication to deliver results within strict timeframes, in challenging environments

Language Requirements:

- Fluency in English and French both oral and written

