



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE (JP)

### I. Post Information

Job Title: **Programme Assistant (Monitoring and Evaluation)**  
Supervisor Title/ Level: **Monitoring and Evaluation Specialist**  
Organizational Unit: **Programme**  
Post Location: **Guatemala CO**

Job Level: **G-5**  
CCOG Code: **2A02**  
Functional Code: **PMA**  
Job Classification Level: **G-5**

### 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 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.

#### **Job organizational context:**

The Monitoring and Evaluation (M&E) Section of the office works along the country office programme sections to ensure timely and quality planning, indicator and target monitoring, and evaluation of all programs and projects.

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 close supervision and guidance of the M&E Specialist, the "Monitoring and Evaluation Programme Assistant (Monitoring and Evaluation) supports the respective section (s) by carrying out a range of procedural, administrative, and operational tasks, to help develop, implement, and monitor their country programme and projects, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

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

#### Summary of key functions/accountabilities:

- Support Monitoring and Evaluation Specialist in the preparation and maintenance of records, documents and control plans for all project/programme implementation, evaluation and monitoring.
- Support Monitoring and Evaluation Specialist in CSI target planning, monitoring, and reporting in RAM.
- Support Monitoring and Evaluation Specialist in the process of contracting external consultants and firms to support M&E function.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs) and makes amendments and alterations as per section revisions when necessary.
- Provide administrative and operational support to implementing partners (IP) in the correct application and implementation of policies and processes within UNICEF's systems such as UNPP, eTools, Direct Cash Transfers (DCT), settlements, and reimbursements.
- Upload and publish in UNPP Calls for Expression of Interest (CFEI) for new program opportunities.
- Develop and publish Programmatic Cooperation Agreements (PCA) in eTools.
- Support implementing partners (IP) in maintaining updated records and required information in eTools.
- Facilitating the processing of contracts for consultants, vendors and external partners that support the office in programme delivery. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in VISION and Fiori, and making necessary logistical arrangements. Keeps vendor lists, partners, and consultant rosters up to date.
- Review and upload Direct Cash Transfer (DCT) requirements and settlements in Fiori on a quarterly basis.
- Prepare required documentation and provide support in the drafting of program amendments, when required.
- Provide support and follow-up for programmatic visits and spot checks, when required.
- Collecting invoices and filing documents for approval and thereafter processing in VISION and Mycase.
- Providing travel assistance to staff members in the section for travel arrangements and entitlements based on the organization's rules and policies. Liaising with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
- Supporting capacity development activities, meetings, and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts; arranging times through liaising with participants over availability; liaising with budget focal points and section over costs and needs; and preparing background materials for participants.

### IV. Impact of Results

The Programme Assistant (Monitoring and Evaluation) supports the M&E section in the compilation and coordination of key work products with all program specialists, to ensure quality programme planning, timely reporting and monitoring of targets, results and indicators, and provides support to both the M&E and Programmatic sections performing administrative, and operational task tasks required to ensure success in the implementation of all M&E and programmatic activities.

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

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core Competencies (For Staff without Supervisory Responsibilities) \*

- 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## VI. Skills

- Thorough knowledge of UNICEF administrative policies and procedures.
- 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.
- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint
- Strong office management skills.

## VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of five years of relevant administrative experience is required. Professional experience in monitoring and evaluation activities is considered an asset. For this position a bachelor's degree from a recognized academic institution in a field relevant to the position may replace three years of related work experience.
Language Requirements:	Fluency in Spanish and intermediate level of English are required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) or a local language is an asset.