



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

Job Title: **Chief (Cash Transfers)**

Supervisor Title/ Level: Representative/D-2

Organizational Unit: Sudan Country Office

Post Location: Khartoum, Sudan

Job Level: P-5

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level: P5

### 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 past two decades have seen important progress on child rights, yet while much has been achieved, sharp disparities remain. In most countries, inequality is higher today than a generation ago, including in middle income countries where a majority of the world's poor children now live. The rapid pace of urbanization and the growing youth bulge in Africa and parts of Asia will require significant expansion of the provision of essential services for children. These challenges are compounded by the scale and complexity of crises triggered by conflict, natural disasters, or epidemics. The global community faces these challenges when the political and economic environments pose challenges of their own, testing the world's commitment to protecting the most vulnerable. In this environment, strong and consistent leadership of UNICEF is critical to enable the achievement of results for children.

#### Job organizational context

Sudan, surrounded by the Central African Republic, Chad, Egypt, Ethiopia, Eritrea, Libya and South Sudan, positioned next to East, West, South and North Africa, is surrounded by complex conflicts in an unpredictable, volatile and rapidly evolving region. Sudan is by size the third biggest country in Africa, with a diverse population of around 42 million people. Sudan's children make up half of the total population, and the past two decades have seen their lives significantly improve: fewer girls and boys are dying before their fifth birthday, primary school attendance is increasing, immunization coverage is high and the country remains polio free. Still, millions of children continue to suffer from protracted conflict in Darfur, the Kordofans, and Blue Nile, from seasonal natural disasters, malnutrition and disease outbreaks, and from under-investment in basic social services. More than three million of Sudan's school aged children are not in the classroom. UNICEF has been in Sudan since 1952 and continues with a presence in 12 of Sudan's 18 states.

UNICEF Sudan is setting up a Cash Implementation Unit (CIU) to support the country team in scaling cash operations across the country. Under the direct guidance of UNICEF Sudan Representative and in consultation with the internal cash task force (Representative, Deputy Representatives, Chief Social Policy, and Chief of Field Operations) the incumbent is responsible for overall coordination, operations, and delivery of cash programmes in the Sudan Country Office in accordance with Country Programme Document, operations manual, standards of performance and accountability framework, ethics and integrity. The Chief (Cash Transfers) will provide technical oversight to CIU key functions including beneficiary data and payment management, risk and performance management, implementing partner management, and grievance redressal.

**III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Under the direct supervision of the Representative and close coordination with the two Deputy Representatives, the Chief (Cash Transfers), P5 will:

- Efficiently oversee the operational functions of the CIU team including contract management of the relevant technical assistance, payment management, partnership management, risk management and monitoring required for project delivery.
- Lead and supervise the CIU team at Sudan Country Office and provide timely guidance to his/her team to enable them to perform their duties responsibly, effectively and efficiently. Ensure timely performance planning, management and assessment.
- Coordinate and guide the implementation and monitoring of all projects with cash component, including those related to beneficiary targeting and registration, generating a consolidated payment list, cash transfers to beneficiaries through financial service providers, third party monitoring (TPM), grievance redress mechanism (GRM) and coordination, as well as facilitation, at the country office.
- Ensure that the CIU team is working closely with the Sudan County Office operations (human resources, supply and logistics, administration and finance) team and adhering to the required procedures in implementing project activities on a timely, transparent and accountable manner.
- Ensure that all beneficiary grievances that require decision from UNICEF are reviewed and acted upon in line with the project parameters and principles.
- Ensure that all presumed cases of fraud are followed up and acted upon.
- Oversee that establishment and monitoring of implementing partnership management, quality assurance, risk management and metrics for all cash transfer projects. This also includes review and streamlining of operational procedures, project procedures and maintaining up to date programme risks and mitigation measures.
- Supervise the cash coordination mechanisms and make recommendations to the Deputy Representatives and Section Chiefs for changes in project management parameters as required.
- Work closely with programme sections to ensure cash and field level operations are discharged in line with programmatic and operational requirements.
- Represent UNICEF in external engagements (in collaboration with programme sections) on cash programming including with other UN agencies, donors and partners.
- Acts as the focal point for internal and external audits of cash intervention design and risks.
- Acts as the focal point for cash coordination on operational matters with field offices and the country office.

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

1. Grants are managed timely ensuring adherence with programme proposals and financial agreements between UNICEF and donor. The funds utilization is aligned with the agreed budgets, and funding forecasts.
2. Project implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability.
3. Relevant and strategic information is made available through an integrated monitoring system and data shared with relevant stakeholders (internal and external) as required to support cash operations.
4. Quality contributions are made to the development and implementation of integrated cash strategies and approaches through participation and collaboration with partners. Partnerships with UN agencies, IFIs, multilateral and bilateral agencies, as well as relations with the private sector are strengthened to improve cash coordination, advocacy, information sharing and networking.
5. Risk informed individual cash payments and grievance redressal management systems are put in place.

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| 6.  | Risk mitigation measures impacting UNICEF's reputation, in addition to fiduciary, governance, data protection, social and others are monitored and updated and shared with relevant stakeholders to ensure accountability for risks are adhered to. |
| 7.  | Beneficiaries receive redress and have their voices heard on all grievances including reports of frauds.  |
| 8.  | Required programme/project reports are prepared and shared with relevant stakeholders as required in compliance with the established guidelines and procedures.   |
| 9.  | Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided and in line with the Core Commitments for Children (CCCs) in Humanitarian Action.  |
| 10. | Other assigned duties and responsibilities are effectively accomplished.  |

| <b>V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)</b>   |  |
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| <p><b><u>Core Values</u></b><br/>Care, Respect, Integrity, Trust, Accountability and Sustainability</p> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>• Builds and maintains partnerships;</li> <li>• Demonstrates self-awareness and ethical awareness;</li> <li>• Drives to achieve results for impact;</li> <li>• Innovates and embraces change;</li> <li>• Nurtures, leads and manages people;</li> <li>• Works collaboratively with others;</li> <li>• Thinks and acts strategically;</li> <li>• Manages ambiguity and complexity.</li> </ul> | <p><b><u>Functional Competencies:</u></b></p> <p>Leading and Supervising [III]</p> <p>Formulating Strategies and Concepts [III]</p> <p>Analyzing [III]</p> <p>Relating and Networking [III]</p> <p>Deciding and Initiating Action [III]</p> <p>Applying Technical Expertise [III]</p> <p>Communicating [III]</p> |

| <b>VI. Recruitment Qualifications</b> |  |
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| Education:                            | Advanced university degree in Social Sciences, International Relations, Public Policy, Public Administration, Social Development, Development Planning, or other relevant disciplines.   |
| Experience:                           | 10 years of professional work experience in formulation of policy in international or national administration; experience in external aid administration and senior level international development administration. Experience in emergency contexts highly desirable. Experience in cash transfer programmes is a strong asset.   |
| Knowledge and skills                  | <ul style="list-style-type: none"> <li>• Knowledge of emergency cash transfer operational requirements, contracting implications and partnerships, financial accountabilities, risk management and quality assurance.</li> <li>• Background in Operations, fraud prevention/management, internal control mechanisms and setting up operational systems is a strong advantage.</li> <li>• Knowledge of programme management, methodology and practical application.</li> <li>• Knowledge, skills and leadership for managing teams, budgets and project execution.</li> <li>• Knowledge of rights-based and results-based management and programming approach in UNICEF.</li> </ul> |

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|                        | <ul style="list-style-type: none"> <li>• Knowledge of UNICEF emergency programme policies, goals, strategies, approaches and procedures.</li> <li>• Confidentiality, tact, diplomacy and good interpersonal skills are essential.</li> <li>• Programme and Project Management experience.</li> <li>• Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.</li> <li>• UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.</li> <li>• UNICEF emergency programme policies, goals, strategies and approaches.</li> </ul> |
| Language Requirements: | Fluency in English is required. Knowledge of Arabic language is an asset.   |