



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **Implementing Partnership Management Specialist**
Supervisor Title/ Level: **Deputy Representative/Chief of PME P4/P5**
Organizational Unit: **Programme**
Post Location: **Country Office**

Job Level: **Level 3**
Job Profile No.:
CCOG Code: **1A02**
Functional Code: **PMA**
Job Classification Level: **Level 3**

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 programmes, in advocacy and in operations. UNICEF works in partnership with a wide range of implementing partners, both government and CSO partners, to deliver results for children across the globe. Effective implementing partnership management is therefore essential for ensuring that resources are utilized as intended and results are being achieved.

UNICEF has 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 results and resources.

Job organizational context: The GJP for Implementing Partnership Management is to be used in a medium size Country Office (CO) and reports to the Deputy Representative or Chief of Programme, Monitoring and Evaluation (PME). The work on risk management is also carried out in close collaboration with the Deputy Representative Operations. The GJP can also be used in a large (high throughput)/complex high threat CO to support a level 4 specialist. The difference between a Level 4 and Level 3 Implementing Partnership Management Specialist is that at **Level 4**, the post is more strategic and authoritative for technical support, quality assurance and risk management in the management of implementing partnerships due to circumstances of the CO context and has greater responsibility to design and formulate strategies and processes. At **Level 3**, the post is contributing to implementing and monitoring implementing partnership management activities. COs establish when either L4 or L3 is appropriate.

Purpose for the job: The Implementing Partnership Management Specialist is responsible for providing technical and administrative support to ensure quality, effective and efficient management of implementing partnerships in the country office in line with respective operational policies, procedures and mainstreaming of risk based implementing partnership management at the CO level.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Support to implementing partnership management**
- 2. Quality assurance**
- 3. Analysis, monitoring and reporting**
- 4. Innovation, knowledge management and capacity building**

1. Support to implementing partnership management

- Provide technical support to the country office in the formalization of implementing partnerships with government, civil society organizations and other implementing partners in line with relevant policies, procedures and guidelines, including the CSO Procedure and guidance on work plans.
- Provide technical and administrative support in the implementation of HACT in line with the HACT policy and procedure and other relevant organizational policies, procedures and guidelines, including the DFAM Policy 5: Cash Disbursements Supplement 3-Cash Transfers (HACT). This includes coordinating the preparation of CO annual assessments and assurance plan, facilitating its execution and coordinating with other adopting agencies as appropriate.
- Coordinate with and/or seek technical support of the Regional Office on implementation of the CSO and HACT procedures.

2. Quality assurance

- Contribute to the design of and implement quality assurance strategies/processes for the implementation of the CSO procedure. This includes processes to ensure that implementing partners are selected and assessed in accordance with the CSO procedure and that all documentation is in line with corporate standards as stipulated in the CSO procedure.
- Contribute to the design and implementation of quality assurance strategies/processes to ensure that HACT assessments and assurance activities are undertaken in accordance with corporate terms of reference and guidance and that appropriate follow-up action and escalation steps are taken as needed.

3. Analysis, monitoring and reporting

- Analyze and monitor cash transfers at the country office level, paying particular attention to outstanding direct cash transfers more than 6 months.
- Using appropriate corporate tools and systems including InSight and e-Tools, report on status of implementation of HACT and identify high risk areas requiring special attention and/or support from the regional office.
- Monitor internal country office processes for formalizing implementing partnerships with CSOs to ensure that corporate timelines are adhered to, especially in humanitarian responses.
- Prepare reports for the country management team and regional office as may be required.

4. Innovation, knowledge management and capacity building

- Serve as the custodian of all implementing partnership documentation such as assessment and assurance reports, PCAs, SSFAs and programme documents, ensuring that they are adequately circulated in the office and properly archived.
- Design and implement capacity building strategy/initiatives for CO staff to ensure that CO staff are knowledgeable and comply with the HACT and CSO procedures and other relevant corporate policies, procedures and guidance that impacts on implementing partnership management
- Design and implement capacity building initiatives for staff of implementing partners to ensure that they are knowledgeable on all aspects of partnering with UNICEF, with particular emphasis on the HACT and CSO procedures.
- Participate in country office ERM exercises to ensure that risks for implementing partnership

management are identified and mitigation measures put in place.

IV. Impact of Results

The effective support provided by the Implementing Partnership Management Specialist to the careful planning and effective implementation of the HACT activities directly impacts on programme execution, delivery of sustainable results, and promoting national ownership and accountability for programme resources.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

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. Recruitment Qualifications

Education:	An advanced 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:	<p>A minimum of five 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.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English and French is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.