

# TERMS OF REFERENCE

(FOR Temporary Appointments)



<b>UNICEF Cox's Bazar TERMS OF REFERENCE (TOR)</b>	
<b>Job Title and Level: Programme (Budget) Officer, P2</b>	
<b>Section: Cox's Bazar - Planning, Monitoring &amp; Reporting</b>	
<b>Duration: 364 days</b>	
<b>Duty Station: Cox's Bazar</b>	
<b>Reports to: Chief of Planning and Monitoring, P4, Dhaka</b>	
<b>1. Purpose of Assignment:</b>  <p>Under the guidance of the Chief of Planning and Monitoring, the incumbent Programme (Budget) Officer will contribute to programme budget planning and monitoring, evaluation of programme/project activities, ensure funds utilisation is in line with donor conditions, monitor effective grants management, carry out financial data analysis, and ensure timely submission of expenditures. Review funding reported to and processed by the Financial Tracking Service (FTS) per year and reconcile with the internal UNICEF financial system to ensure accurate financial reporting. The Programme (Budget) Officer also provides professional financial and operational assistance throughout the programming process by supporting a variety of technical tasks to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and Procedures.</p>	
<b>2. Major duties and responsibilities:</b>	
Budget Planning and Management	<ul style="list-style-type: none"> <li>• Provide support and advice to programme sections on issues related to funding status, budget implementation and management, and related policies and procedures.</li> <li>• Liaise with the Country Office and Field Office management and programme sections on incoming funds, grants' extensions and adjustments as, well as reallocations, monitoring conditionality and deviation, as well as conduct variance financial analysis of grants utilisation to maximise the efficiency of the office's funds utilisation.</li> <li>• Support the Chief of Planning and Monitoring in the generation of fund planning and utilisation for regular/periodic reporting, including to the Country Management Team</li> <li>• Support the Chief of Planning and Monitoring in effectively and efficiently managing financial aspects, developing, monitoring, and reporting on grant-specific budgets in accordance with program, UNICEF, and donor requirements.</li> <li>• Collect and analyse budget and financial data for programme planning, management, monitoring and evaluation purposes. Establish monitoring mechanisms and ensure accurate and timely monitoring of financial utilisation (i.e. on low funds utilisation and recommended budget reallocations) and programme implementation of all grants.</li> <li>• Conduct regular review and reconciliation of grants and carry out end of year adjustment and closure of accounts as required. Ensure compliance with the closure of grants, including final financial reporting, external audit and updating UNICEF financial accounts, in collaboration with Finance staff.</li> <li>• Support and review the financial aspects of the project sheets for the Joint Response Plan (JRP) and preparation of the Humanitarian Action for Children (HAC) appeal, as required, in collaboration with section leads and programme staff.</li> <li>• Provide technical support to ensure that the Field Office Implementation Plan is aligned with the objectives of the CPD, JRP, and HAC, with a focus on funding. Support the subsequent activity creation in VISION.</li> <li>• Ensures compliance of all financial operations with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulation and Rules, organizational plans, policies, procedures, guidelines, standards of performance, ethics, and integrity.</li> </ul>

Partnerships & Reporting (Budgets and financials)	<ul style="list-style-type: none"> <li>• Support effective resource mobilisation and partnerships for the Country Office and Field Office by coordinating and providing timely required information and reports with a focus on budget and financial elements.</li> <li>• Support the development and refinement of budgets and the preparation of funding proposals, ensuring alignment with donor conditions and office needs and requirements.</li> <li>• Facilitate partnerships and collaboration with external and internal counterparts in order to improve the exchange of data on programme implementation, particularly budget and financial elements.</li> <li>• Provide oversight on key grants, monitoring donor budget vs. actual expenditures and ensuring that expenditures meet donor requirements and conditionalities.</li> <li>• Review salary allocations to ensure they align with grant conditions.</li> <li>• Support programme sections in drafting relevant sections of financial reports required for donors, management, annual reports, etc. Ensure responsibility for the accuracy of financial data and information.</li> <li>• Provide quality assurance of all financial and budget-related inputs in the report before final submission to the donor.</li> </ul>
Harmonised Approach to Cash Transfer (HACT)	<ul style="list-style-type: none"> <li>• Contribute to the development and monitoring of the implementation of BCO/Cox's Bazar Field Office HACT-related SOPs and internal procedures.</li> <li>• Provide quality assurance and technical support to programme sections in finalising Funding Authorization and Certificate of Expenditure (FACE) forms.</li> <li>• Support programme sections during the rollout of financial assurance activities, including spot checks, audits, and special audits, as required.</li> <li>• Prepare information on sections' shared implementing partners to facilitate joint planning and execution of micro assessments and audits in line with the UNICEF HACT procedures.</li> <li>• Collect implementation information from inSight, eTools, and relevant colleagues to support the preparation of HACT implementation status reports/updates and ensure the escalation of issues identified through assurance activities.</li> <li>• Provide support and backstopping to the HACT Officer on a variety of technical and administrative tasks to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and UNICEF HACT Procedures.</li> </ul>
Capacity Building (Budget Management/ HACT)	<ul style="list-style-type: none"> <li>• Identify, synthesise and share lessons learned and best practices on budget/grants management and HACT implementation for integration into broader knowledge development planning and management efforts.</li> <li>• Contribute to the design and implementation of capacity development strategy/initiatives for Country and Field Office staff on the use of internal corporate tools such as VISION and inSight for effective budget management and financial reporting.</li> <li>• Contribute to the design and implementation of capacity development strategy/initiatives for Country office and Field Office staff and implementing partners to ensure they have the knowledge and skills to fulfil their responsibilities under HACT, including supporting the HACT Training for staff and partners and roll out of eZHACT 2.0.</li> <li>• Provide technical assistance to Field Office staff to increase capacity and understanding of UNICEF financial system and reporting requirements.</li> </ul>

### **3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**

**EDUCATION & OTHER SKILLS:** A university degree in accounting, budgeting, business administration, financial management, audit procedures, or other social sciences.

**WORK EXPERIENCE:** A minimum of 2 years of relevant professional experience in programme/project development and management or financial planning, management and oversight or related field at the international and/or in a developing country is required.

Relevant experience in programme/project financial monitoring and evaluation in a UN system agency or organisation is an asset.

Background/familiarity with and exposure to emergency programming is preferred.

**LANGUAGE PROFICIENCY:** Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**COMPETENCIES/SKILLS: UNICEF foundational/functional competencies**

**Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Competencies**

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

## Child Safeguarding Certification

(to be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>	
4. Is this a Safeguarding response role*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations</i>	
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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<sup>1</sup> Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.

