**TERMS OF REFERENCE- Temporary Appointment**

**Summary**

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| **Post Title** | Programme Budget Officer (Grants Management) |
| **Proposed level** | NOB |
| **Location** | Khartoum, Sudan |
| **Duration** | 364 days |
| **Supervisor** | Chief of Health and Nutrition |

**Background**

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. Therefore 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.

**Purpose**

The Health and Nutrition Programme Budget Officer (Grants Management) directly reports to the Chief of Health and Nutrition and works closely with the Health, Nutrition and Health Emergency Managers as well as the Deputy Representative Coordination/Operation teams for guidance on organizational financial policy matters and budget management. The Officer provides professional technical, operational and administrative assistance throughout the programming process for Health and Nutrition section within the Country Programme from financial planning, grants management of Health and Nutrition section and assists in reports of results. The incumbent will also prepare, execute, manage and implement donor conditionality and administrative programme tasks to facilitate grants progress monitoring, evaluating and reporting of results. He/She supports management collaboration with Country Office Health and Nutrition programme section and Field offices (FOs) in defining Health and Nutrition budget management aspects to meet programmatic needs and achieve results for children, and provides technical and advisory support to governments, national systems and partners on Health and Nutrition funding management. The Officer will also provide direct support to the field offices on budget management and financial reporting.

**Main Duties and Responsibilities**

Summary of key functions/accountabilities:

* Support H&N programmes in grant management – track progress with Donor conditionality.
* Provide technical and operational support to Grant implementation.
* Networking and partnership building with various partners for grant utilization.
* Innovation, knowledge management and capacity building of H&N team and partners on different grants.
* Coordinate with Partnership and budget management team on incoming funds, PBA issuance, revision, extension and adjustments, as well as on issues regarding allocations and conditionality.
* Coordinate with programme sections on allocation of PBAs as per donor conditionality. Register the allocations in the system including any subsequent changes or reallocation. Monitor the expiry of PBAs and ensure that actions are taken for full utilization by expiry date.
* Conduct regular review and reconciliation of PBAs against HQ fund utilization cube in terms of allotment and actual expenditures. Coordinate with HQ on any discrepancy and corrective action required. Carry out re-phasing of PBAs at the end of the year and adjustments on allocations after closure of accounts.
* Advise Supervisor on any PBA that are low on utilization keeping in mind the performance target set by the office or with any deviation from donor conditionality. Make recommendations on budget reallocation based on expenditure trends during reviews.
* Provide support and advice to H&N sections on issues related to funding status, budget implementation, policy and procedures as well as management of budgets. Carry out training to staff as needed. This can be done by keeping abreast of UNICEF Accounting, Budgeting, Financial and Operations procedures and guidelines.
* Review and ensure the quality of data in SAP and other online platforms in terms of correctness in coding as well as completeness and appropriateness of information. Review the reliability and integrity of financial information in the system and identify any inadequacy of internal control systems and procedures. Propose appropriate recommendations to reduce risks in utilization of financial resources. Participate in peer reviews or risk assessment activities
* Perform any other duties required by supervisor.

Specifically, the Officer will be responsible but not limited to:

**Support Health and Nutrition Team in grant management – track progress with Donor conditionality:**

* Lead budget planning, development, monitoring, execution and reporting in collaboration with the budget owners, program managers and field offices.
* Conduct/update situation analysis for development, design and management of health and nutrition related grants. Report on utilization trends for section chief, to enhance better grant management, efficiency and effective and timely delivery of results.
* Provide technical and operational support for grant management throughout all stages of programming processes by executing/administering a variety of technical program transactions, preparing materials/documentations and complying with organizational processes.
* Prepare required documentations/materials to facilitate the Grant review and program actions.

**Report management- monitoring and timeliness of result reporting of grants:**

* Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of grant reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
* Participate in monitoring and evaluation exercises, Monthly fund utilization reviews and annual reviews with Donors and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of grant management.
* Monitor and report on the use of sectoral program resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.

**Technical and operational support to Grant implementation:**

* Conduct regular program field visits information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution on donor conditionality. Report on critical issues, bottlenecks and potential problems for timely action to achieve full utilization.
* Provide technical and operational support to Program staff, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on health and nutrition and related issues to support programmes implementation, operations and delivery of results on different grants.

**Networking and partnership building for various Grant Management**

* Build and sustain effective close working partnerships with health and nutrition government counterparts and national/international stakeholders through active sharing of information and knowledge to facilitate full utilisation of grants build capacity of stakeholders to achieve program goals through different Grant and donor support.
* Participate in appropriate meetings/events on programming to collaborate with inter-section and operational planning and preparation of nutrition programs/projects.
* Collect information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

**Innovation, knowledge management and capacity building of H&N team and Partners on different grants:**

* Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders on different grant supports.
* Participate as resource person in capacity building initiatives to enhance the competencies of section teams, clients/stakeholders.

**Expected background and Experience**

* **Education and Training:** 
  + University degree in Health and Nutrition, Social Service, Social Science, Business Administration, Management, commerce, accounting, business management, or a related degree t is required.
  + Specialized training in budget management and knowledge of UNICEF financial/ budget management system is an asset
* **Experience:** 
  + A minimum of 2 years of professional experience in public programmes financial, budget and grant management is required. Prior experience in public health and nutrition programme finance, budget and grant management is desirable.
  + Experience in an international organization and/or large corporation is preferred.
  + Experience in a UN system agency or organization is considered as an asset.
  + Advanced knowledge of Microsoft Office, especially Excel required.
  + Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.
  + Knowledge and experience of VISION is an asset.

**Duty Station and Travel**

Staff member will be expected to field visit travels at least once in 3 months to the states to provide technical support to UNICEF field office teams and State Ministries of Health staff