



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)**

I. Post Information

Job Title: **Programme Associate**
Supervisor Title/ Level: **Various**
Organizational Unit: **Programme**
Post Location: **UNICEF Country Office**

Job Level: **G-6**
CCOG Code: **2A02**
Functional Code: **PMA**
Job Classification Level: **G-6**

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 Programme Associate position will be situated in the Social Policy and Social protection section. The position reports directly to the chief of section and works in close collaboration with programme specialists and programme officers who are responsible for programme output areas, including Social Policy, Social Protection, Public Finance for Children, Program Monitoring and Information Management, and Evidence Generation on child poverty and child deprivations.

This role covers a broad range of functions, aimed at supporting more effective and efficient management of programme resources and transactions. These functions include program planning and execution, monitoring and reporting, contract management, Harmonized Approach to Cash Transfers HACT, and resource mobilization. Depending on the context, the incumbent may focus on all, some, or only one or two areas in great depth. Additional functions not mentioned in the GJP may also be assigned and will be specified in work plans and/or individual performance plans.

Purpose for the job:

Under the supervision and guidance of the supervisor, the programme associate supports the

respective section (s) by carrying out a range of programme support functions to help develop, implement and monitor their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Programme Associate works in close collaboration with a range of staff in the CO, external partners and agency counterparts in support of programme design and delivery. S/He provides regular feedback on the status of projects through monitoring milestones and advises on improvements to keep activities on track.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- Facilitating the development of project documents, workplans, budgets, programme cooperation agreements (PCAs), and proposals for implementation arrangements by providing information and drafting selected sections.
- Ensuring the timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).
- Conducting programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.
- Helping conduct regular spot checks of partner's projects to assess their financial record-keeping, expenditure controls and reporting systems.
- Monitoring and tracking the efficient distribution of supplies that are required for effective programme delivery.
- Supporting the programme section in researching, compiling and analyzing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate programme delivery as well as preparation of reports, working papers and presentations.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and making amendments and alterations as per section revisions when necessary.
- Carrying out transactions in VISION pertaining to grants and programme-related items for his/her section including but not limited to registering grant allotments and tracking expiring programme grants.
- Preparing monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
- Regularly monitoring budgets and financial expenditures of section by employing applicable tools, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision and/or follow up.
- Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
- Supports capacity development activities related to performance monitoring, programme development, and related internal UNICEF systems/tools by preparing

training materials and participating in exercises pertaining to program processes and procedures which aim to build the capacity of stakeholders.

- Researches, analyzes, verifies and synthesizes information on best practices and lessons learnt to support knowledge development and capacity building.

IV. Impact of Results

S/He is accountable for the full spectrum of administrative and project/programme support activities. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities. Accurate programme monitoring and recommendations, data entry and presentation of information ensure proper programme decision-making.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

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)