



Job Classification

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Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	State of Palestine
Reason for Classification:	Revised responsibilities	Duty Station:	Gaza
Level:	NOB	Office:	UNICEF State of Palestine
Title:	Programme Officer	Section:	Social Policy
Title Information in Parenthesis:	Cash Transfers and Incentive Payments	Unit:	Social Protection
CCOG Code:	1L06	Case Number:	SOP26029
UNICEF Code:	SOC	Post Number:	137768
Classified by:	Natalia Paquin	Classified Date:	10/13/2026

Organizational Context:	The organization-wide L3 emergency was declared on 21 of October 2023 for the period of six months and later was extended to additional six month respond to the unprecedented crisis in the State of Palestine with focus on Gaza strip. Despite the extreme security situation, UNICEF is in the Gaza Strip, on the ground and working with partners to save children's lives. In ten months, UNICEF has reached almost 800,000 people with multi-purpose cash assistance and sector top ups and plans to further scale up and provide continuous support for vulnerable families. Simultaneously, UNICEF is rapidly expanding its incentive payment for frontline workers in the areas of WASH, Education, H&N, Social and Child Protection. UNICEF is working in partnership with the Ministry of Social Development and other national actors to ensure that national systems continue to be supported to enable a smooth transition back to them once the situation allows. In parallel, the situation in the West Bank continues to deteriorate due to increased violence and economic stagnation. UNICEF is planning to support the local authorities and affected families both during crisis and post-crisis early recovery including prioritizing public finance for children, humanitarian cash transfers, and sub-national planning and response.
Purpose of the Job:	Under the direct supervision of the Social Policy Specialist, the Programme Officer (Cash Transfers and Incentive Payments) would be responsible for day-to-day oversight and support cash operations including facilitating the implementation and monitoring of cash-based programmes at the Gaza Field Office-level with particular focus on incentive payments for front-line workers.
Key functions, accountabilities and related duties/tasks:	Summary of key functions/accountabilities: 1. Programme Management (design and implementation of cash transfers, top ups and incentive payments) 2. Programme Monitoring (including in relation to the cash transfers and incentive payments as well as market monitoring, budget monitoring, among others) 3. Partnership, Coordination and Collaboration (including with FSPs, vendors, chamber

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of commerce, other UN agencies, cash working group members)

4. Optimum Use of Program Funds for cash transfer programme

5. Field Support

6. Knowledge Management

1. Programme Management

- Help manage and provide technical support on programmes with cash components to ensure adequate support scale-up and delivery. Ensure risk analysis and risk mitigation are embedded into overall management of the support, in close consultation with UNICEF programme sections, Cooperating Partners, and government agencies.

- Provide guidance on cash-based transfer program design, delivery and assurance, in line with the corporate guidelines.

- Coordinate with operations to facilitate timely processing and reconciliation of cash interventions.

- Provide day-to-day oversight and support to cash operations including facilitating the implementation and monitoring of cash-based programmes at the Field Office-level.

- Contribute to Country Office and national emergency preparedness and contingency planning to respond to humanitarian crises and needs.

- Prepare the necessary budgets/ budget amendments in consultation with sections for the implementation of the proposed cash projects.

- Ensure the cash interventions integrate gender, child protection and disability considerations in line with UNICEF policy commitments and guidance.

2. Programme Monitoring (including in relation to the cash transfers and incentive payments as well as market monitoring, budget monitoring, among others)

- Ensure regular Programme Monitoring (with focus on cash transfers and incentive payments as well as market monitoring, budget monitoring, among others).

- Undertake field visits to monitor and assess programme implementation and decides on required corrective action.

- Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual program status reports in a timely manner, as required.

3. Partnership, Coordination and Collaboration

- Maintain partnership, coordination and collaboration with financial service providers, vendors, chamber of commerce, other UN agencies, cash working group members).

- Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Establish and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

- Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavors and to coordinate financial and supply management requirements and accountability. Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).

- Provide professional support in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF programme.

4. Optimum Use of Program Funds for cash transfer programme

- Monitor the progress and compliance. Monitor the allocation and disbursement of programme funds, making sure that funds are properly

5. Field Support

- Support Gaza Field Office in rolling out and effectively implementing programmes with direct cash payment components with focus on incentive payments.
- Provide support for cash feasibility assessments including the design of assessments to analysis of the data and write-up of the report.

6. Knowledge Management

- Support documentation of lessons learned on cash programming.
- Support the information and knowledge management of cash operations in Gaza, State of Palestine.

Impact of Results:

By fulfilling the above-mentioned tasks, this position will contribute to allow UNICEF to comply with its commitment to existing and scale up cash programming including the effective implementation at field level to foster collective synergies and complementarities with UNICEF programmes, and to provide adequate level of risk management and quality assurance in cash programmes. This post will support UNICEF to comply with its commitments in the CCCs and in the Strategic Plan 2024.

Competencies and level of proficiency required:

Core Values:

Care
Respect
Integrity
Trust
Accountability
Sustainability

Core Competencies:

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)

Recruitment Qualifications:

Education requirement: A university degree in Economics, Public Policy, Social sciences, International Relations, Political Science, or another relevant technical field.

Experience required: A minimum of 2 years of relevant professional experience.

Experience in designing and implementing cash transfer programmes is required. Working with UN Agencies or INGOs on cash transfers is considered an asset. Experience working in a developing country is considered as a strong asset. Background and/or familiarity with emergency is required.

Language requirements: Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

Yes

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote

Yes

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

Yes

The selected candidate for this position will be required to engage with vulnerable children:

Yes

Competencies and level of proficiency required:

Recruitment Qualifications:

Print

