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Job Description Type:	Specific Job Description	Region:	EAPR
Category:	GS (General Services)	Country:	Malaysia
Reason for Classification:	Revised responsibilities	Duty Station:	Kuala Lumpur
Level:	G-6	Office:	Kuala Lumpur
Title:	Programme Associate	Section:	Programme
Title Information in Parenthesis:		Unit:	Planning, Monitoring & Evaluation (PME)
CCOG Code:	2102b	Case Number:	MLY2609
UNICEF Code:	PMA	Post Number:	94994

Organizational Context:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organisation does — in programmes, advocacy and operations. The equity strategy, emphasising 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 favouritism. 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 fulfil 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 realising 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.

The Programme Associate (G-6) supports the Chief of Planning, Monitoring and Evaluation and the Deputy Representative Programme by providing programme coordination, monitoring, reporting and management support. The incumbent also provides selected executive support functions to the Deputy Representative Programme, including coordination of management processes, preparation of briefing materials, follow-up on decisions and deadlines, and facilitation of communication across programme teams.

Purpose of the Job:

Under the supervision of the Chief of PME, the incumbent supports the development, implementation, monitoring, and coordination of UNICEF's Planning, Monitoring and Evaluation (PME), Knowledge Management (KM), Change Management (CRM), and Child Rights and Business (CRB) related programmes and initiatives.

In addition, the incumbent provides administrative, operational, and programme coordination support to the Deputy Representative – Programme (106792) towards facilitating the effective implementation and oversight of programme priorities across the office.

The role involves substantial engagement in data analysis, budget tracking, reporting, and coordination with internal and external stakeholders to ensure effective delivery and compliance with organisational rules. The incumbent exercises judgement, anticipates needs, and recommends actions that contribute to programme planning, implementation and reporting results.

Key functions, accountabilities and related duties/tasks:

1. Project Management and Implementing Partnership Coordination
• Support overall project planning, execution, monitoring and evaluation for assigned initiatives
• Assist in establishing and operationalising implementing partnership management functions by coordinating the processes required for risk assessments, including due diligence, Protection from Sexual Exploitation and Abuse (PSEA), micro-assessments and spot checks.
• Work with Programme Managers, partners and relevant stakeholders to ensure that Funding Authorization and Certificate of Expenditures (FACE) requests are aligned with the project workplan and processed in a timely manner.
• Monitor the prompt liquidation of Direct Cash Transfers (DCTs).

2. Data Management, Analysis & Reporting
• Support collection, verification, analysis and synthesis of programme performance data, including progress against Country Programme Document (CPD), annual workplan and Results Assessment Module (RAM) indicators, to facilitate evidence-based programme management and reporting.
• Generate regular reports, dashboards and presentations on key performance indicators and donor reporting.
• Support the application of digital and AI tools for synthesizing complex data and creating actionable insights for statutory reports, dashboards and presentations on key performance indicators.

3. Grant Management, Budget Monitoring and Reporting
• Regularly track budget allocations and expenditures, and monitor grant utilisation for the section and individual grants using relevant systems, such as SAP.
• Contribute to grants management, monitor their expiry, and support reprogramming or extension processes.
• Prepare periodic and ad-hoc grant management reports for supervisors, programme leads and for donor reporting.
• Facilitate the generation of funds utilisation reports to track expenditures and commitments.
• Contribute to the development of funding proposals and the preparation of statutory reports, ensuring timely submissions.

4. Digital Innovation & Operational Efficiency
• Use AI, automation tools and digital platforms to streamline repetitive tasks, such as data analysis and report generation.
• Serve as a resource for digital platforms, such as SAP, Service Gateway, Power BI and SharePoint, within the section.
• Safeguard sensitive data and ensure adherence to UNICEF's data privacy and digital workforce guidelines.

5. Communication, Knowledge Sharing and Dissemination
• Draft clear and well-structured communication to share reports, briefs, and knowledge products for internal and external use.
• Maintain effective document repository systems and SharePoint for digital and physical programme documentation.
• Contribute to knowledge generation and documentation of lessons learned and good practices.
• Support onboarding of new colleagues and knowledge transfer within the team.

6. Capacity Building & Event Coordination
• Support the organization of capacity development activities, workshops and field missions.
• Assist in the preparation and dissemination of background materials, track logistics, coordinate vendor engagement and liaise with participants.

7. Programme Coordination and Executive Support
• Provide executive and coordination support to the Deputy Representative Programme, including management of strategic engagements, meetings, missions, visits, and follow-up on priority actions and deliverables.

	• Support the Deputy Representative Programme in coordinating programme management priorities, including follow-up on decisions, action points and deadlines arising from management meetings, programme reviews and strategic discussions. • Support preparation of briefing packages, background materials, presentations, talking points and correspondence for meetings, missions and engagements with government, UN agencies, donors and other partners. • Provide cover for the Executive Assistant to the Representative, as required.
Impact of Results:	The incumbent drives the efficiency and effectiveness of the office by expertly managing the full spectrum of administrative and project/programme support activities. This meticulous support ensures the smooth operation of key processes, directly contributing to enhanced overall performance and the successful implementation of project and programme activities. Specifically, their accurate programme monitoring and insightful recommendations provide a solid foundation for informed decision-making, while their precise data entry and compelling presentation of information ensure that critical insights are readily available to guide strategic programme adjustments.
Capabilities required:	1. Project Management (3) • Create project plans, objectives and deliverables • Track and organize resources like time, budget, and team efforts • Identify and report potential risks for further guidance 2. Collaboration (3) • Navigate organizational dynamics and adapt behavior to respond to different situations • Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences • Write clear, concise and well-structured reports and documents using appropriate language • Pay close attention to what others are saying, asking questions for clarification • Present ideas and information clearly in front of groups 3. Problem Solving (3) • Analyze data, identify trends, patterns and anomalies • Evaluate information, analyze problems, identify underlying causes and risks • Summarize and communicate findings, focusing on actionable insights to support decision-making • Make decisions in time-sensitive situations, even with incomplete information • Assess the potential impact of solutions (costs, benefits and risks) 4. Digital Dexterity (3) • Utilize AI-powered tools and platforms to automate data analysis • Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies • Use specialist technology business systems and software • Analyze and summarize data from various business systems to generate reports and insights
Competencies and level of proficiency required:	Core Values • Care • Respect • Integrity • Trust • Accountability • Sustainability
Recruitment Qualifications:	Completion of secondary education is required. Professional and/or university courses related to the field of work are highly desirable. Minimum six years of administrative or clerical work experience is required. Fluency in English and Bahasa Malaysia is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is considered 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)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
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)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:	JD Programme Associate GS6 PME Malaysia.pdf PME Structure.png

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