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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title: Senior Programme Associate
Level: GS7
Appointment Type: Temporary Appointment (TA)
Duration: 12 months
Duty Station: Abuja, Nigeria
Reporting to: Chief of Education

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. 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.

PURPOSE OF THE ASSIGNMENT:

Under the direct supervision of the Chief of Education, the Senior Programme Associate (GS-7) supports in leading and coordinating programme support functions across the project cycle, specialized in planning, budgeting, CSO partnership management, monitoring, reporting, and closing-out financial commitments. The role ensures that programme activities are technically robust, financially sound, and fully compliant with UNICEF policies and donor agreement. The incumbent of this position contributes for informed decisions by presenting synthesized data, flagging risks, and recommending corrective measures, to achieve results aligning with programme goals. Serving as the backbone of programme support, the Senior Programme Associate significantly enhances the effectiveness of the education section by providing strategic data insights for informed decision-making, ensuring financial integrity and optimizing resource allocation, strengthening operational resilience through proactive risk management, and upholding quality assurance and compliance standards, ultimately contributing to improved programme efficiency, strengthened partnerships, and the safeguarding of UNICEF's reputation.

MAJOR RESPONSIBILITIES

1. Financial and Grant Management

1. Monitor grant utilization, track expiry dates, and flag underperforming or overspent grants for respective grant managers' action.
2. Contribute to ensuring reconciliation financial data to represent accurate funds utilization adhering to policy compliance and donor reporting schedules.
3. Create and maintain section's payroll, salary cost distribution (CD) of all Education Staff members in line with the approved plan, affordability and budget.
4. Monitor funds allocation and expenditure trends by grants and cost centers: sharing financial progress reports extracted from SAP with the section chief and education team, showing the section's level of expenditures with special focus on grants with 3months to expiration.

2. Administrative and Operational Support

1. Coordinate programme-related meetings, missions, and events, including preparation of agendas, relevant background documents, and minutes.
2. Contribute to the onboarding and capacity-building of new staff, interns, consultants UNICEF's procedures and systems.
3. Lead and manage programme projects, providing strategic oversight and ensuring timely delivery within scope and budget.
4. Provide leadership to administrative staff of the section. Coordinate the education programme assistants in Abuja and FO's in following up on utilization and monitoring of funds allocated.
5. Support the section as the bridge between programmes and operations.

3. Implementing Partnership Management
1. Quality assured budgets shared by IPs, to ensure due diligence, and process payments to government partners and Civil Society Organizations (CSOs) through the HACT payment modalities.
2. Proactively keep track of all CSO partners for the team, ensuring internal coordination for timely renewal of risk assessment; funds disbursements, reporting, liquidation and closure.
3. Monitor the implementation of the Section's HACT and PCA related activities and support capacity development of IPs.
4. Function as Section's Focal Person on HACT; Support the Education section in the implementation of HACT guidelines/procedures.

4. Data and Knowledge Management
1. Maintain programme databases and repositories, ensuring accuracy and availability of upto-to-date programme documentation.
2.Support in knowledge-sharing efforts within the section by organizing reference materials.
3. Apply digital tools and AI-based platforms to enhance data analysis and visualization

5. Monitoring and Reporting
1. Conduct regular financial and operational monitoring of implementing partners, including preparation and participation in spot checks and assurance activities.
2. Monitor and manage all Section's contracts (individual consultants (SSAs) and institutional service contracts).
3. Consolidate the section's supply and distribution plan and make available for the Supply Section and monitor implementation.
4.Monitor programme implementation and financial performance using UNICEF systems and dashboards (e.g., SAP, Insight, FIORI).

6. Programme Planning and Coordination
1. Support programme planning by compiling and analyzing information from various sources, contributing to the development of workplans, budgets, and results frameworks.
2. Coordinate the preparation of reports and inputs to donor proposals, ensuring compliance with internal guidelines and donor requirements.
3. Provide programme-related advice to team leads, contributing to the resolution of implementation challenges and proposing practical, context-specific solutions.

QUALIFICATIONS AND EXPERIENCE

Education:
- Completion of secondary education is required. Professional and/or university courses related to the field of work are highly desirable.

Experience:
<u>Required experience</u>
- Minimum seven years of administrative or clerical work experience is required. This includes grant and budget management, HACT and implementing partnerships.
- Financial experience in monitoring budgets on a weekly basis and monthly salary uploads.

- Knowledge management experience in organising and using Sharepoint for all section's documents.
- Experience in running financial clinics with field offices during grant expiry period.
- Experience in coordinating field offices and country office in all areas of budget management and supply.
- Proactive organisational and planning skills, particularly in supporting the section in backward planning and quarterly micro plans

Desired experience

- At least three years of working in an education context is an advantage.

Technical Skills:

Required skills

- Thorough knowledge of a range of specialized topics, including the relevant grant and budget management skills, and partnership mechanisms.
- Experience using MS Word, Excel, PowerPoint, and other UNICEF office tools.
- Demonstrated understanding of the relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in daily work. Good judgement to handle complex cases including considerations for exceptions.
- Ability to develop and maintain effective working relationships with vendors, implementing partners and colleagues, and gain the assistance and cooperation of others in a team endeavor.
- Ability to establish priorities and plan his/her own work and plan, coordinate and monitor the work of those under his/her supervision.
- Ability to draft clear and concise reports or rationale for budget/grant and donor related decisions.

Desired skills

Excellent budgeting skills to support the section in all aspects of financial management

Language Requirements:

- Fluency in English (verbal and written).

Required competencies

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.

Desired competencies

- Knowledge of another official UN language or a local language in Nigeria

Core Values:

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

Core Competencies for Staff with Supervisory Responsibilities *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Vanessa Lee

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Chief of Education

Clotaire Arthur Adje

Arthur Adje
Chief of People & Culture

Wayne Bacale
Deputy Representative Programme OIC

Rownak Khan

Rownak Khan
Representative OIC