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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title: Senior Programme Associate
Contract type: Temporary Appointment (TA)
Proposed level: G-7
Duration: 364 days
Duty Station: Abuja, Nigeria
Supervisor: Chief, Child Nutrition and Development Section

BACKGROUND

UNICEF promotes the rights and well-being of every child, with a particular focus on reaching children, adolescents and women who are most disadvantaged or affected by humanitarian crises. UNICEF Nigeria's Child Nutrition and Development programme advances equitable access to quality services and practices to prevent and treat malnutrition through three interconnected result areas: an evidence-informed enabling environment; stronger health, food and social protection systems; and improved diets, care practices and social norms.

The Senior Programme Associate is based in the Child Nutrition and Development Section of UNICEF Nigeria and reports to the Chief, Child Nutrition and Development Section. The incumbent works closely with programme officers, specialists and managers in Abuja and Field Offices, as well as colleagues in Finance, Supply and Logistics, Partnerships, Social and Behaviour Change, Planning and Monitoring, and Emergency. The role also supports engagement with federal and state government institutions, civil society organizations, UN agencies, donors and other implementing partners.

PURPOSE OF THE ASSIGNMENT:

Under the supervision of the Chief, Child Nutrition and Development Section, the Senior Programme Associate provides advanced programme, partnership, financial, supply and administrative support across the nutrition programme cycle. The incumbent helps translate programme priorities into costed workplans and timely implementation; monitors grants, partnerships, cash transfers and nutrition supplies; consolidates programme and financial information for management and donor reporting; maintains reliable records and dashboards; and flags implementation, compliance and resource risks for timely action. The post contributes to efficient, accountable and results-focused nutrition programming in development and humanitarian contexts.

1. Programme planning, budgeting and coordination

- Support the preparation, review and updating of annual and multi-year nutrition workplans, results frameworks, implementation schedules and budgets, ensuring alignment with Country Programme priorities and approved funding conditions.
- Compile and analyse programme, financial and operational information from Abuja and Field Offices to support planning, prioritization, resource allocation and management decisions.
- Coordinate section inputs to internal planning and review processes, including programme reviews, management meetings, donor consultations and government-led coordination mechanisms.
- Maintain an integrated tracker of section priorities, milestones, decisions and actions, and follow up with responsible colleagues to support timely completion.

- Facilitate cross-sectoral coordination with Health, WASH, Education, Social Policy, Social and Behaviour Change, Gender, Adolescent Development and Participation, Emergency and Operations teams for integrated nutrition programming.

2. Programme implementation and results monitoring

- Monitor implementation progress against workplans, budgets and timelines, and prepare concise exception reports highlighting delays, bottlenecks and corrective actions.
- Consolidate data from government and partner reports, UNICEF systems and monitoring tools, including routine programme and nutrition information systems, while checking completeness, consistency and plausibility before use.
- Support periodic programme performance reviews and field monitoring by preparing data packs, monitoring checklists, background notes and follow-up matrices.
- Coordinate the timely collection and filing of supporting evidence for reported results, including partner reports, distribution records, monitoring reports, assurance findings and knowledge products.
- Support quality assurance of programme data and contribute to improved dashboards and visualizations for management oversight and decision-making.

3. Implementing partnership and cash transfer management

- Support the full partnership cycle for government and civil society partners, including workplan development, partnership documentation, review processes, amendments, reporting, liquidation and closure.
- Review programme documents, funding requests and supporting documentation for completeness, accuracy, budget alignment and compliance with UNICEF procedures before submission for approval.
- Maintain a current partnership tracker covering agreement validity, risk assessments, disbursements, reporting deadlines, liquidations, assurance activities, outstanding actions and closures.
- Coordinate follow-up on direct cash transfers and other programme advances, including timely reporting and liquidation, and alert programme managers to overdue or high-risk items.
- Support preparation for programme monitoring visits, spot checks and other assurance activities; track agreed management actions and maintain the related evidence.

4. Grant, donor reporting and resource management

- Monitor nutrition grants and funding allocations, including utilization, commitments, expiry dates, donor conditions, reporting schedules and funding gaps; provide regular grant status updates to responsible managers.
- Prepare and quality-assure financial and programme inputs for donor proposals, reports, briefs and management updates, ensuring consistency between narrative results, indicator data and financial information.
- Coordinate timely action on expiring grants, underutilized balances, required reallocations and grant closure requirements, in consultation with programme and operations colleagues.
- Maintain organized grant files containing donor agreements, approved proposals, budgets, amendments, reports, correspondence and closure documentation.
- Analyse expenditure and implementation trends and present actionable findings to support resource prioritization and value for money.

5. Knowledge management, reporting and digital solutions

- Maintain an accessible electronic repository for programme, partnership, grant, supply, monitoring and donor documentation using agreed naming, version-control and filing standards.
- Prepare high-quality briefing notes, presentations, decision memos, meeting records, implementation updates and analytical summaries for internal and external audiences.
- Support documentation of programme results, innovations, lessons learned and scalable practices across nutrition prevention, treatment, maternal nutrition, complementary feeding, micronutrient supplementation, food systems and nutrition in emergencies.
- Use approved digital and AI-enabled tools responsibly to improve data cleaning, analysis, visualization, document review and workflow efficiency, while protecting confidential and personal data and applying human quality assurance.
- Support orientation and practical capacity strengthening for colleagues and partners on programme processes, monitoring tools, documentation standards and relevant UNICEF systems.

6. Operational, administrative and emergency support

- Coordinate programme meetings, workshops, consultations, missions and field visits, including schedules, participant coordination, agendas, background materials, minutes, action tracking and required administrative follow-up.
- Support procurement planning and processing for programme services and supplies by preparing complete requisition packages, tracking milestones and following up with relevant teams.
- Maintain contract and consultancy trackers covering deliverables, timelines, performance documentation, payments and closure actions.
- Provide surge programme support during humanitarian responses, including consolidation of response plans, partner implementation information, supply pipelines, situation updates and donor inputs.
- Perform other programme support duties requested by the supervisor that are consistent with the level and purpose of the post.

CAPABILITIES REQUIRED

Programme and project management

- Develop and maintain practical workplans, schedules, budgets, trackers and risk logs.
- Coordinate multiple workflows and stakeholders while maintaining attention to dependencies, deadlines and results.
- Identify implementation risks early, propose feasible corrective action and escalate issues appropriately.

Financial and grant management

- Interpret programme budgets, expenditure, commitments, balances and grant conditions.
- Reconcile programme and financial information and explain variances clearly.
- Apply internal controls and maintain complete documentation for audit, assurance and donor reporting.

Partnership and stakeholder coordination

- Support government and civil society partnership processes with tact, accuracy and consistent follow-up.
- Build effective working relationships across technical and operations teams, Field Offices and external partners.
- Communicate clearly and adapt messages for management, technical colleagues, partners and donors.

Analysis and problem solving

- Analyse programme, financial and supply data to identify trends, anomalies, bottlenecks and risks.
- Synthesize complex information into concise findings and actionable recommendations.
- Exercise sound judgement in time-sensitive situations and seek guidance when policy interpretation or risk warrants escalation.

Digital dexterity and knowledge management

- Use Excel and other approved digital tools for data management, analysis, visualization and reporting.
- Use UNICEF enterprise systems and dashboards effectively, including relevant programme, partnership, financial and supply modules.
- Apply responsible AI practices, data protection requirements and human verification to AI-assisted work.

Technical and Functional Skills

- Thorough knowledge of programme support processes across planning, implementation, monitoring, reporting, partnership management, cash transfers, grants, procurement and programme closure.
- Proven ability to review budgets, analyse financial information, track utilization and identify compliance or delivery risks.
- Strong understanding of implementing partnership management and assurance requirements, including documentation, disbursement, reporting, liquidation and closure.
- Ability to manage and analyse programme and supply data using advanced Excel functions; experience with dashboards or visualization tools is an asset.
- Experience using enterprise resource planning, programme management, partnership, reporting or supply systems; familiarity with UNICEF systems is an asset.
- Ability to draft clear, concise and well-structured reports, briefs, correspondence, minutes and decision-support products.
- Excellent organizational skills, attention to detail, record management and ability to manage competing priorities under tight deadlines.
- Knowledge of nutrition or public health programming, government systems, humanitarian response or commodity supply chains is highly desirable.
- Ability to work effectively with government, civil society, UN agencies, donors and colleagues from diverse technical and cultural backgrounds.

QUALIFICATIONS AND EXPERIENCE

Education: Completion of secondary education is required. Technical or university-level courses in nutrition, public health, programme or project management, business administration, finance,

accounting, supply chain management, data management, monitoring and evaluation, or another relevant field are highly desirable.

Experience:

- A minimum of seven years of progressively responsible administrative or programme support experience is required. Relevant experience in programme planning and monitoring, partnership management, grants, financial management, donor reporting, procurement, supply tracking, data analysis or knowledge management is required. Experience supporting nutrition, health, social development or humanitarian programmes is highly desirable. Experience in a UN organization or other international development organization is an asset..

Language Requirements:

- Fluency in English is required. Knowledge of a Nigerian language or another official UN language is considered an asset

The competencies required for this post are:

Core Values	**Core Competencies**
• Care • Respect • Integrity • Trust • Accountability • Sustainability	• 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) • Drives to achieve impactful results (2) • Manages ambiguity and complexity (2)

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf. UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.