



Terms of Reference

Post Title: Programme Assurance Associate
Post Level: Service Contract, SB3
Position number:
Duration of the service: one year with possible extension
Duty Station: Kyiv
Full/part time: Full time

The position:

Under the supervision of Admin/Finance Associate, the Programme Assurance Associate contributes to the development, enhancement and maintenance of UNFPA programme, providing support and guidance to the Country Office and UNFPA-supported projects and Implementing Partners on programme, finance, monitoring, reporting and assurance activities.

How you can make a difference:

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people because these are the groups whose rights are often compromised. UNFPA has been active in Ukraine since 1997.

In accordance with the organisational mandate and national development priorities of Ukraine, UNFPA implements a country programme of technical assistance to Ukraine for 2022 -2025. Among several priorities, the country programme seeks to contribute to the development of a robust national system of response and prevention of domestic and gender-based violence (GBV), establish functional intersectoral coordination and accountability mechanisms and enhance institutional capacities at the national and regional levels to ensure that majority of gender-based violence survivors seek and have access to good quality survivor-centred services, and Ukrainian society finds GBV unacceptable.

Since the start of the large-scale military invasion of Russia into Ukraine in February 2022, UNFPA implements a comprehensive nationwide Humanitarian Response Plan to provide life-saving GBV and SRH services to women and girls across Ukraine.

Through its GBV Response and Prevention Programme, UNFPA contributes to improving safety and security of women and girls, and thus, their willingness to participate in community life, including in conflict-affected communities. Women's engagement and empowerment in community dialogue, including in displacement, is essential for laying a strong foundation for recovery and sustainable peace and development.

UNFPA is seeking highly-motivated candidates who share our passion of making a sound contribution to creating a Ukrainian society free from gender-based violence. We need strong professionals who are innovative, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

Job Purpose:

In a global organization, where many of our people are based in challenging environments, you will play a vital role in ensuring the smooth running of critical services relating to implementation of UNFPA Country Programme in Ukraine. You will be a part of team which provides integrated programme and financial support within a systems strengthening approach fundamental to UNFPA's overall strategy. You will work in close collaboration with

the Administrative/Finance, Programme/Project staff and Implementing Partners to exchange information and ensure consistent service delivery.

Major Duties and Responsibilities:

A. Planning and Setting Internal Control Systems

- Verify UNFPA and IP work plan budget created in ERP system in compliance with UNFPA rules and regulations;
- Develop and regularly update comprehensive funds tracking system for in-depth analysis for each activity to inform timely programme decisions;
- Ensure support and monitoring of programme financial performance by providing necessary financial information including implementation rate against indicators' results. Detect potential over-under expenditures problems and suggest remedial action.
- Assist to develop tools and mechanisms for effective and efficient monitoring of programme and project budget, coordinates compilation of financial data and provides accurate and update financial information on a continuous basis
- Create and maintain schedule of programme reporting framework and inform programme team members, IPs and/or partners of upcoming milestones in reporting;
- Provide support for periodical reviews and quality assessments of programme planning, monitoring and reporting identifying strengths and areas for improvement and suggest solutions for addressing the weaknesses;
- Prepare HACT (Harmonized Approach on Cash Transfer) Assurance plan for all IPs; Facilitate and monitor assurance plan implementation; initiate and participate in the implementation of the HACT assurance activities (spot check, audit, micro-assessment, etc.); Prepare HACT assurance activities follow up action plan and ensure it's implementation
- Provide guidance and train UNFPA project personnel, IP staff on NEX (National Execution) and HACT procedures and standards of working with UNFPA
- Ensure all new partners are registered in the UN platform and ERP system

B. Programme Monitoring and Reporting

- Conduct monitoring visits, participate in review, steering and evaluation meetings and missions, analysing evidence to systematically assess the achievement of programme results;
- Develop quality outcome-oriented, evidence-based interim and completion reports on programme progress tailored to the requirements of CO/HQ, programme donors and government partners;

Qualifications and Experience:

- At least 3 years of professional experience in project planning, monitoring, coordination, results based management, finance and/or other related fields;
- Experience of working with international organisation or multilateral technical assistance project;
- Excellent writing skills, proven ability to present complex ideas in a coherent, clear and effective manner;
- Strong knowledge of outcome-oriented approach in project design, delivery and reporting;
- Excellent analytical skills, ability to work with large sets of financial and programmatic data, identifying trends and making forecasts;
- Familiarity with UN procedures and working methods, particularly with UNFPA agenda, policies and procedures will be a benefit;

- Proficiency in Ms Office package, Google applications, teleconferencing tools; excellent Excel skills will be a strong asset;
- Knowledge of humanitarian-development nexus and/or areas related to the UNFPA mandate (gender-based violence, population and development, gender equality) will be a strong asset.

Education:

Bachelor Degree in International Development, Management, Finance or in the field of social or political studies.

Languages:

Fluency in English, Ukrainian.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity • Demonstrating commitment to UNFPA and the UN system • Embracing cultural diversity • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy/ Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships • Delivering results-based programmes • Internal and external communication and advocacy for results mobilisation
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Being accountable • Developing and applying professional expertise/business acumen • Thinking analytically and strategically • Working in teams/managing ourselves and our relationships • Communicating for impact 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus • Engaging in internal/external partners and stakeholders • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment

Please apply [for the position](#) by November 8, 2023