



Applications are invited from suitably qualified Ghanaian Nationals for the post of Programme Assistant – Advocacy Communication, Monitoring & Analysis (ACMA) (General Service Category).

VN No.: VN-16-01

Post Level: GS 6

IMIS #:

Duty Station: Accra

Type of Contract: Fixed-Term

### **Job purpose**

Under the supervision and guidance of the Chief of Section, the Programme Assistant supports the section through providing a range of procedural, administrative, and operational support in developing, implementing, executing and monitoring their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1. Support to programme development, planning and execution.**

- Researches, analyzes, verifies, synthesizes and compiles qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate preparation of reports, working papers, and presentations.
- Drafts project documents, work plans, budgets, proposals on implementation arrangements.
- Carries out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and makes amendments and alterations as per section revisions when necessary.
- Monitors and tracks the efficient distribution of supplies that are required for effective programme delivery.

#### **2. Support to monitoring and reporting of programme results**

- Prepares monitoring and reporting information for supervisor on agreed performance indicators.
- Monitors budgets and financial expenditures of section, ensuring compliance with UNICEF rules and regulations.

#### **3. Support in resource mobilization**

- Researches, analyzes, verifies, and synthesizes data and information in support of preparing reports pertaining to donors as well as ad-hoc financial reports relating.
- Carries out transactions in VISION pertaining to grants for his/her section such as registering grant allotments and tracking expiring programme grants.

#### **4. Support in Knowledge Management and capacity building**

- Researches, analyzes, verifies and synthesizes information on best practices and lessons learnt to support knowledge development and capacity building.
- Supports capacity development activities related to performance monitoring, programme development, and related internal UNICEF systems/tools by preparing training materials and participating on exercises pertaining to program processes and procedures.

### **MINIMUM REQUIREMENTS**

#### **Education**

Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.

## Work Experience

A minimum of 6 years of progressively responsible administrative or clerical work experience is required.

## Language Proficiency

Fluency in English required. Another UN language is an asset.

## Competencies

- Sound theoretical knowledge and expertise in the areas of interest for the job
- Analytical, negotiating, communication and advocacy skills.
- Good writing and reporting skills.
- Leadership and teamwork abilities.
- Computer skills, including internet navigation and various office applications.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization.

## Other competency Profile

- i Core Values (Required)
  - Commitment
  - Diversity and Inclusion
  - Integrity
- ii) Core Competencies (Required)
  - Communication [II]
  - Working with People [II]
  - Drive for Results [II]
- iii) Functional Competencies (Required)
  - Analyzing (II)
  - Applying technical expertise (II)
  - Planning and organizing (II)
  - Following Instructions and Procedures (II)

If you have experience working in a similar capacity and want to make an active and lasting contribution to build a better world for children and match the profile outlines, send a brief application letter supported by detailed curriculum vitae, UN Personal History form (which can be downloaded from <http://www.unicef.org/about/employ/files/p11.doc>) indicating the title (**VN-16-01,Programem Assistant**) of the position they are applying to and photocopies of other supporting documents to *HRghana@unicef.org*:

or

The Human Resources Manager  
UNICEF, P.O. Box 5051, Accra-North

Closing Date: 18 January 2016

Applications without the UN Personal History Form will not be considered  
Only short-listed candidates will be contacted for written test.

QUALIFIED FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

NOTE: UNICEF IS A SMOKE FREE ENVIRONMENT!!