

# Malaysia Jobs Expertini®

**Programme Associate, GS6, Kuala Lumpur, Malaysia #127783 (Temporary Appointment/Open to Malaysians only)**

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Company: Unicef

Location: Malaysia

Category: other-general

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

## **For every child, hope**

Together with the Malaysian government and others who are truly passionate about child rights, UNICEF works in Malaysia to ensure every child has the opportunity to grow healthy and happy; live safely; and achieve their full potential.

With the Convention on the Rights of the Child, the Sustainable Development Goals, and the 12th Malaysia plan as our guides, we endeavor to change minds, change policies, and in turn change the lives of all children in Malaysia.

## **How can you make a difference?**

Under the supervision and guidance of the supervisor, the Programme Associate supports the respective section(s) by carrying out a range of programme support functions to help develop, implement and monitor their country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations. The Programme Associate works in close collaboration with a range of staff in the Country Office, external partners and agency counterparts in support of programme design and delivery. S/He provides regular feedback on the status of projects through monitoring milestones and advises on

improvements to keep activities on track.

**Summary of key functions/accountabilities:**

Administrative support of the Deputy Representative Programme in coordinating the work of the section which includes calendar management, meeting scheduling and following up on actions.

Secretarial and administrative support in coordinating several Task Forces in the office.

Facilitating the development of programme cooperation agreements (PCAs) by providing information and drafting selected sections of it.

Ensuring the timely and accurate recording and administrative processing of government & NGO's proposals and requests for direct cash transfers (DCTs).

Conducting programme monitoring in UNICEF focus districts for cash and supplies and informing team-members on the status.

Helping conduct regular spot checks of partner's projects to assess their financial record-keeping, expenditure controls and reporting systems.

Monitoring and tracking the efficient distribution of supplies that are required for effective programme delivery.

Supporting the programme section in researching, compiling and analyzing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate programme delivery as well as preparation of reports, working papers and presentations.

Carrying out transactions in VISION (system) ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and making amendments and alterations as per section revisions when necessary.

Carrying out transactions in VISION (system) pertaining to grants and programme-related items for his/her section including but not limited to registering grant allotments and tracking expiring programme grants.

Preparing monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.

Regularly monitoring budgets and financial expenditures of section by employing applicable tools, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision and/or follow up.

Helping prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.

Supports capacity development activities related to programme development by preparing training materials and participating in exercises.

### **To qualify as an advocate for every child you will have...**

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

A minimum of six years of administrative or clerical work experience is required.

Prior experience in programme support functions is an asset.

Relevant experience in a UN system agency or organization is considered as an asset

In-depth knowledge of the administration which underpins UNICEF country office programme/project operations, including monitoring and evaluation processes.

Strong organizational, planning and prioritizing skills and abilities.

High sense of confidentiality, initiative and good judgment.

Ability to work effectively with people of different national and cultural backgrounds.

Strong office management skills.

High attention to detail.

Ability to effectively manage the section's material resources and monitor its budget.

Good analytical skills.

Experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese,

French, Russian or Spanish) or a local language is an asset.

### **For every Child, you demonstrate...**

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

### **UNICEF competencies required for this post are...**

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others.

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