

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Position Title:	Senior Programme Associate (PSEA/Safeguarding)
Level:	G-7
Contract Type:	Temporary Appointment
Section:	Office of the Representative
Duty Station:	Damascus, Syria
Duration:	Till 31 December 2026 (approximately 8 Months from May 2026)
Supervisor:	Programme Specialist – PSEA (P-4)

BACKGROUND

Syria continues to face one of the most complex humanitarian crisis in the world. Unprecedented humanitarian needs are compounded by displacement inside the country and across its borders, extensive destruction of civilian and social services infrastructure, devastating impacts on the economy, and most importantly, the breakdown of the social fabric that stitched the country together for decades.

Today, 90% of people in Syria live in poverty, most are unable to make ends meet or bring food to the table. Families have had their resources depleted, with limited employment opportunities, skyrocketing prices, and shortage of basic supplies. For most people, the current socio-economic challenges represent some of the harshest and most challenging circumstances they have faced since the beginning of the crisis in 2011.

PURPOSE:

Under the supervision and guidance of the supervisor, the Senior Programme Associate supports the PSEA Section which is under the Office of the Representative by carrying out a range of technical, operational and administrative Programme support functions focusing but not limited to Prevention of Exploitation and Abuse (PEA), with a specific focus on strengthening these areas in Humanitarian Action including emergency response, to help develop, implement, and monitor the country Programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Senior Programme Associate works in close collaboration with a range of staff in the CO, external partners, and agency counterparts in support of the PSEA section across UNICEF programming and design and delivery. The senior Programme Associate provides regular feedback on the status of projects through monitoring milestones and advises on improvements to keep activities on track.

MAIN DUTIES/RESPONSIBILITIES:

1. Programme Planning and Coordination

- Facilitate the development of programme cooperation and support partner capacity assessment on PSEA.
- Support the supervisor with inter-agency network coordination for PSEA programmes.
- Coordinate with the government counterparts on PSEA related.

2. Monitoring and Reporting

- Conduct programme monitoring and programmatic visits for Prevention of Exploitation and Abuse across UNICEF supported programme in Syria.
- Support and inform supervisors on status and prepare reporting against agreed performance indicators to drive efficiency and accountability.
- Monitor and track the distribution of supplies required for effective programme delivery.
- Prepare periodic/ad hoc programme reports (country office and donor-facing) to optimize the use of programme funds.

3. Data and Knowledge Management

- Research, compile, and analyze qualitative and quantitative data; prepare reports, working papers, and presentations related (but not limited) to PSEA.
- Ensure data management, up-to-date information, including sensitive data related to child safeguarding/PSEA.

4. Financial and Grant Management

- Through follow-up and monitoring, ensure financial and supply resources are used according to agreements for PSEA implementation.
- Carry out transactions in VISION (results, activities, coding aligned to AWP), including amendments per section revisions.
- Monitor funds utilization for the PSEA section.

5. Implementing Partnership Management

- Facilitate program cooperation and support partner assessments on United Nations Partners Portal (UNPP) and Etools.
- Support supervisors in partner relations, including monitoring that financial and other resources reach partners efficiently and on time.
- Ensure partners use resources per agreements (financial/supplies) for PSEA activities.

6. Administrative and Operational Support

- Support programme implementation with training logistics, travel, administrative support, and general logistics for the Syria Country Office (PSEA as cross-cutting).
- Perform VISION transactions and coding updates aligned to AWP.
- Other supervisors assigned tasks relevant to PSEA.

7. Quality Assurance and Innovation

- Compliance assurance that resources are used by partnership agreements (PSEA).
- Use indicator-based reporting to drive more efficient management and accountability for results.
- Efficiency tracking for supply distribution to improve delivery performance.

8. Support in Learning & Capacity Development

- In consultation with supervisor, research and analyze data and information to help identify training needs within the partners, for the development of learning plans and other targeted training interventions.
- Conducts regular training sessions for partners and support staff to enhance efficiency and performance.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Education

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

Work Experience

- Minimum seven years of administrative or clerical work experience is required.
- Candidates with a bachelor's degree from a recognized academic institution in a relevant field related to the work of the organization may replace three (3) years of related work experience. (i.e. a minimum of 4 years of relevant experience is required for relevant Bachelor's degree holders)
- A master's degree in a relevant field related to the work of the organization, may replace two (2) additional years. (i.e. a minimum of 2 years of relevant experience is required for relevant Master's holders)
- Experience working with the UN, UNICEF or humanitarian organizations will be an asset.

Required Technical Knowledge

- Candidates with experience supporting Explosive Ordnance Risk Education, Prevention of Exploitation and Abuse and/or Gender-Based Violence programmes will have a strong advantage.
- Work experience in emergency duty station is required.
- Candidates with previous humanitarian experience volunteering or similar will have an advantage.

Language Requirement:

Fluency in English and Arabic is required.

Competencies:

i) Core Values

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

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

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