



UNITED NATIONS CHILDREN'S FUND

I. Post Information

Job Title: **Programme Officer (Local Governance)**
Supervisor Title/ Level: **Chief Social Policy, NOD**
Organizational Unit: **Programme, Social Policy**
Post Location: **Ulaanbaatar, Mongolia**

Job Level: **NOA**
Job Profile No.:
CCOG Code: ...
Functional Code: ...
Job Classification Level: **Level - NOA**

II. Organizational Context and Purpose for the job

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.

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and social protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

UNICEF Mongolia promotes policies and laws that better deliver on children's rights. We are working with the Government of Mongolia and other partners to ensure that the benefits of the country's development reach the most impoverished and vulnerable children.

UNICEF is closely collaborating with national stakeholders, including Provincial Governors Offices, with its emphasis on enhancing equity for children through integrated social protection systems that address socio-economic and geographic disparities, thereby advancing child rights and well-

being. By engaging with all 21 aimags and Ulaanbaatar city since 2024, UNICEF attempts to ensure that local governments implemented child-sensitive fiscal reforms and governance structures, fostering stronger linkages between national policy goals and local governance priorities.

Purpose for the job:

Under the general guidance of the Chief of Social Policy, Programme Officer (Local Governance) is accountable for providing technical support and assistance to contribute to the country program outputs¹: i) National and subnational governments demonstrated increased political commitments towards equity-focused, child-rights related budget allocation ii) national and subnational governments have increased capacity to make policy decisions related based on quality up-to-date and evidence.

The Officer is accountable for providing technical support and assistance in all stages of social policy programming and related advocacy from strategic planning and formulation to delivery of concrete and sustainable results and encompassing UNICEF's programming at subnational and local levels. The social policy and inclusion programme aims at improving (a) public policies to reduce child poverty; (b) social protection coverage and impact on children; (c) the transparency, adequacy, equity and efficiency of child-focused public investments and financial management; and (d) governance, decentralization and accountability measures to increase public participation and the quality, equity and coverage of social services.

III. Key functions, accountabilities and related duties/tasks

- **Support in strategically coordinating UNICEF CO joint provisional workplans with Governor Offices, enhancing provincial planning to ensure child-sensitive policies and programs benefit children at the local level**
 - Coordinate UNICEF CO's joint provisional workplans and activities with the Governor's Offices to strengthen the national systems, ensuring that children benefit from evidence-driven and child-sensitive policies and programs at each provincial and local level.
 - Assist in incorporating CO input to target the most vulnerable communities and strengthen partnerships with provincial authorities to systematically address deprivations of children's rights.
 - Overall coordination and analysis of UNICEF interventions at the provincial and local levels to ensure coherence and implementation of the Country Programme Document (CPD).
 - Arrange meetings with Governors to facilitate collaboration and alignment with UNICEF's objective.
- **Improve and operationalize the situational analysis dashboard to strengthen the results for children and support in design structuring the disaggregated database on Child Deprivations & Vulnerability**

¹ UNICEF CPD 2023-2027

- Enhance and operationalize a provisional/subnational government dashboard/performance indicator generating database for child-related situational analysis.
- Generate aggregated socio-economic analysis of each provision to inform decision-making enabling measuring the performance and results at the provincial level.
- Focus on improving cross-sectoral collaboration and advocating for change at the provincial and local government levels.
- **Strengthening Social Protection Coverage and Impact for Children at Local government level**
 - Support strengthening the subnational social protection policies, legislation, and programs with a focus on increasing coverage and impact on children, especially the most marginalized
 - Identify, generate, and present evidence to support increased social protection coverage and impact, collaborating with partners.
 - Assist in improving integrated social protection systems with the national systems, such as cash transfers and child benefits, aligning with the Subnational and Local Governance Programming Framework
 - Conduct assessment of social protection's impact on children, emphasizing evidence-based approaches ensuring national programs and policies receive adequate funding at the provincial and local levels.
- **Improving Use of Public Financial Resources for Children in Local Government Budgeting**
 - Conduct budget analysis to inform advocacy and provide technical assistance for equitable allocations for essential child social services to accelerate results for Children at the local level.
 - Support the identification of policy options for improved funding mechanisms for child-sensitive social protection interventions.
 - Build capacity of partners for improved monitoring and tracking of public expenditure to enhance transparency, accountability, and effective financial flows for essential service delivery, facilitating community participation where needed.
 - Generate data and evidence for advocacy for 2025-2026 Budget cycle.
- **Strengthening Capacity of Local Governments to Plan, Budget, and Monitor Child-Focused Social Services**
 - Collaborate with authorities and local communities to enhance policies, planning, and budgeting for local service delivery with a focus on child-friendly approaches.
 - Support capacity-building on data collection, analysis, and coordination of essential child-focused social services in provinces, districts, and communities.
 - Systematically address deprivations of children's rights and the need to improve cross-sectoral collaboration, focusing on demonstrating change at the local level

through the integrated “Soum [District] Model Approach” in partnerships with provincial authorities.

- **UNICEF Programme Management**

- Helps manage and coordinate technical support around child deprivations, social protection, public finance and governance ensuring it is well planned, monitored, and implemented in a timely manner so as to adequately support scale-up and delivery is maintained.
- Ensures risk analysis and risk mitigation are embedded into overall management of the support, in close consultation with UNICEF programme sections, Cooperating Partners, and the Government.
- Supports and contributes to effective and efficient planning, management, coordination, reporting and monitoring and evaluation of the country programme (including end-of-year reporting and annual work plans)

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF’s capacity in achieving its goals)*

The officer will support CO to meet the need to target the most vulnerable communities and strengthen partnerships with provincial authorities to systematically address deprivations to children’s rights and the need to improve cross-sectoral collaboration and focus on demonstrating and advocating the change at the provincial and local government level. It is expected to strengthen the national system ensuring children benefit from evidence-driven and child sensitive policies and programmes at each provincial and the local level and maintain the provision of quality services, particularly for the most vulnerable.

The improved social protection policies, planning, budget allocations, and grassroots capacity building will support effective service delivery of the quality services to all children in Mongolia outreaching the vulnerable children. These efforts collectively create a protective environment, promoting the survival, development, and well-being of children and enhancing UNICEF's credibility in promoting social equality and inclusiveness.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

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)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, Political Science, or another relevant technical field.
Experience:	<p>A minimum of 1 year of relevant professional experience is required.</p> <p>Prior experience in social policy analysis and development, including collecting and analyzing data on socio and economic indicators, provincial performance data and reports proposing policy responses, and advocating for resource allocation to address social issues will be an asset.</p> <p>Expertise and experience in designing and implementing development programs, social sector policies and programs, with a focus on marginalized communities and children, including knowledge of integrated systems and monitoring their impact on child outcomes is an asset.</p> <p>Solid understanding and background on coordination and policies between central and local government including social sector services implementation at subnational level is value added.</p>

	Basic understanding and experience in budget analysis and financial management to identify policy options for financing social protection interventions and building capacity for transparent and accountable public expenditure tracking is added value.
Language Requirements:	Fluency in English and native Mongolian is required.