



**UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE**

I. Post Information

Job Title: **Programme Specialist**
Supervisor Title/ Level: **Representative, D1**
Organizational Unit: **Office of the Representative**
Post Location: **Maputo, Mozambique**

Job Level: **P-3**
Job Profile No.: **131824**
CCOG Code: **1A02**
Functional Code: **PMA**
Job Classification Level: **P-3**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, 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 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:

The TOR for the Programme Specialist at the P-3 level is for the UNICEF Mozambique Country Office, reporting to the head of office.

Purpose for the job:

The incumbent is responsible for supporting the head of office and wider team in implementing and following up on key strategic priorities; coordinating, managing and planning activities in a systematic and organized manner; leading knowledge management and internal communications; supporting risk management; and lastly, managing an effective system for developing SOPs, key documents, decision memos and managing incoming and outgoing information.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

- Design and lead on knowledge management for the Country Office, ensuring effective systems for capturing, organizing, and sharing key information and lessons learned, working closely with ICTD, sections and field offices.
- Support the internal communications and change management processes for the Country Office.
- Support the risk management processes and efforts of the Country Office together with the Risk Management committee, the Representative and Deputies.
- Follow-up on policies and instructions presented by the supervisor. Keep the supervisor aware of developments in UNICEF's major world-wide operations and of policy issues related directly to UNICEF or to humanitarian issues under the broader UN system.
- Assist the supervisor in drafting regular information notes and briefings on areas of concern to UNICEF and that propose areas where action by the Executive Office would further the objectives of the Office.
- Contribute to coordinating drafts of position papers and other documents relevant to the activities of the office.
- Assist the supervisor in the preparation of statements that represent UNICEF's overall policies and which highlight specific areas of concern. Propose and draft substantive correspondence for the supervisor.
- Support the supervisor in efforts to raise the profile of UNICEF and the agency's concerns within the context of the broader United Nations system.
- Manage the flow of information to and from the supervisor, identify priority matters that need to be urgently addressed by the supervisor and propose actions; analyze supporting documentation and summarize most relevant points for the supervisor; ensure that appropriate action is taken by responsible section heads on matters brought to the attention of the supervisor.
- Confer with deputy representatives, section heads and other team members to secure timely and authoritative information relevant to matters requiring action, decisions or the approval of the Supervisor.
- Ensure that the supervisor is prepared for meetings and missions by drafting talking points, by researching relevant information; and by establishing contacts (within and outside UNICEF) on the subject matters to be discussed.
- Accompany the supervisor to meetings and on missions in order to prepare notes on the discussions, ensure follow-up in matters raised, and support the supervisor with any relevant input.

IV. Impact of Results

P3 positions in this function begin to support the supervisor by contributing and providing input on strategic matters.

The Programme Specialist liaises with colleagues within Mozambique Country Office, Field Offices, Regional Office and HQ on matters of non-routine significance in order to draft strategies, SOPs and prepare documents for the supervisor and manage the flow of information.

Regular contacts with external parties, including UN offices, donors and International organizations, are made to provide the supervisor's contacts with background information on relevant topics prior to meetings, to respond queries on behalf of the supervisor at his/her discretions and to obtain assistance of others on matters of relevant to the office.

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

i) Core Values

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

Core Competencies

- 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. Skills

- Skill in the identification of new opportunities or requirements to meet challenges and propose changes.
- Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Ability to contribute to formulation of strategies and policies
- Excellent drafting and editing skills
- Excellent communication skills
- High standards of tact, discretion, integrity, and confidentiality.

- Proven ability to work effectively and efficiently as a team, coping with pressure and setbacks, as well as responding and adapting to change.
- Strong analytical skills, drive for results, as well as planning and organizing skills.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.
- Ability to work proactively and with minimal supervision, following instructions, procedures and policies, and keeps to schedules delivering work on time.
- Excellent time management skills to deal with conflicting and urgent priorities.
- Strong understanding of knowledge management and Sharepoint

VII. Recruitment Qualifications

Education:	An advanced university degree (master's or higher) in International Relations, Political Science, Public Administration, or another relevant technical field is required.
Experience:	A minimum of five years of relevant professional work experience in external relations, public affairs, international development cooperation, human rights, preferably within the UN, or in a government institution, NGO is required. Prior experience of working in coordination, planning, or in an executive office will be an asset.
Language Requirements:	Fluency in English is required. Good knowledge of Portuguese a very strong asset, intermediate Spanish, Italian or French a plus.