



# Job Classification

[Home](#)

## Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	<a href="#">EAPR</a>
Category:	<a href="#">NO (National Officers)</a>	Country:	<a href="#">Malaysia</a>
Reason for Classification:	Establishment of a new post	Duty Station:	Kuala Lumpur
Level:	<a href="#">NOC</a>	Office:	Kuala Lumpur
Title:	Social Policy Specialist	Section:	Programme
Title Information in Parenthesis:	Family Friendly Policies	Unit:	Social Policy
CCOG Code:	1.L.06	Case Number:	MLY25008
UNICEF Code:	SCO	Post Number:	
Classified by:	Jevgenija Barone	Classified Date:	9/10/2025

**Organizational Context:** UNICEF’s core mission is to uphold the rights of every child, everywhere—across all aspects of its work, from programming and advocacy to operations assuring that child rights are at the heart of everything the organization does to support respective national authorities. 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 Social Policy Specialist (Family Friendly Policies) NOC reports to the Chief of Social Policy who is at level 4. The Family Friendly Policies agenda is an emerging area of work for UNICEF Malaysia that responds to the absence of a universal child grant, the low access and utilization of childcare, the insufficient length and unequal duration of maternity and paternity leave and the limited support to breastfeeding mothers to breastfeed at the workplace. Family friendly policies have proven effective in advancing child wellbeing and gender equality across the world. Given the importance and relevance of this work permanent and dedicated human resources are required to advance this agenda meaningfully in Malaysia.

**Purpose of the Job:** Under the general guidance of the supervisor, the incumbent is responsible for providing technical support to the implementation, monitoring, and evaluation of all stages of social policy programming and related advocacy from strategic planning to delivery of concrete and sustainable results. The main thematic focus of this position is advancing Family Friendly Policies, but given the multi-sectorial nature of the portfolio, will closely contribute to 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

Key functions, accountabilities and related duties/tasks:

quality, equity and coverage of social services. This encompasses both direct programmes of work with government and civil society partners as well as linkages and support to teams working on education, nutrition, child protection, climate, disability and adolescent participation.

Summary of key functions/accountabilities:

1. Improving data on child poverty & vulnerability for increased use for policy and programmatic action

- Supports the collection, analysis and user-friendly presentation of data on multidimensional and monetary child poverty, and in particular the link between access and coverage of family friendly policies and child poverty and vulnerability, including strengthening national capacity to collect routinely, report and use data for policy decision-making.
- Provides timely, regular data-driven analysis for effective prioritization, planning, and development; facilitates results-based management for planning, adjusting, and scaling-up specific social policy initiatives to reduce child poverty and expand the implementation and adoption of family friendly policies.
- Analyzes the macroeconomic context and its impact on social development, emerging issues and social policy concerns, as well as implications for children, and proposes and promotes appropriate responses in respect of such issues and concerns, including government resource allocation policies and the effects of social welfare policies, and in particular family friendly policies, on the rights of children

2. Strengthening social protection and family friendly policies coverage and impact for children

- Supports the development of social protection policies, and in particular, family friendly policies, legislation and programmes with attention to increasing coverage of and impact on children, with special attention the most marginalized. Identifies, generates and presents evidence to support this goal in collaboration with partners.
- Promote strengthening of integrated social protection systems providing technical support to partners to improve the design of cash transfers and child grants and improve linkages with social care services as well as complementary services and intervention related to nutrition, health, education, climate and child protection.
- Undertakes improved monitoring and research around the impact of family friendly policies on child outcomes, and use of data and research findings for strengthening programme results.

3. Improving the use of public financial resources for children

- Undertakes budget analysis to inform UNICEF's advocacy and technical assistance to Ministries of Finance, planning commissions and social sector ministries to improve equitable allocations for essential services for children for implementation and expansion of family friendly policies. Works with sector colleagues to build capacity to undertake costing and cost effectiveness analysis on priority interventions to help inform policy decisions on child-focused investments.
- Supports the identification of policy options for improved domestic financing of family friendly policy interventions.

4. Strengthening the capacity of local governments to plan, budget, consult on and monitor child-focused care services and family friendly policies.

- Collaborates with central and local authorities on the expansion and implementation of family friendly policies and in particular provide technical assistance and support to improve policies, planning, budgeting, consultation and accountability processes so that decisions and child-focused service delivery more closely respond to the needs of families with children, caregivers and local communities.
- Collaborates with the central and local authorities to strengthen capacity on quality data collection, analysis for policy development, planning, implementation, coordination, monitoring of essential social care services, with emphasis on community participation and accountability.

5. Strengthening advocacy and partnerships for child-sensitive social policy

- Supports correct and compelling use of data and evidence on the situation of children and coverage and impact of child focused services, in particular family friendly policies – in support of the social policy programme and the country programme overall.
- Establishes effective partnerships with the Government, bilateral and multilateral donors, NGOs, civil society and local leaders, the private sector, and other UN agencies to support sustained and proactive commitment to the Convention of the Rights of the Child and to achieve global UN agendas such as the Sustainable Development Goals.
- Identifies other critical partners, promotes awareness and builds capacity of partners, and actively facilitates effective collaboration within the UN family.

#### 6. UNICEF Programme Management

- Manages and coordinates technical support around family friendly policies and their link with child poverty, social protection, public finance and governance ensuring it is well planned, monitored, and implemented in a timely fashion so as to adequately support scale-up and delivery. Ensure risk analysis and risk mitigation are embedded into overall management of the support, in close consultation with UNICEF programme sections, Cooperating Partners, and governments.
- Supports and contributes to effective and efficient planning, management, coordination, monitoring and evaluation of the country programme. Ensures that the social planning project enhances policy dialogue, planning, supervision, technical advice, management, training, research and support; and that the monitoring and evaluation component strengthens monitoring and evaluation of the social sectors and provides support to sectoral and decentralized information systems.

#### Impact of Results:

The strategic and effective advocacy, planning and formulation of social policy programmes/projects and the achievement of sustainable results, contributes to the achievement of goals and objectives to create a protective environment for children and thus ensures their survival, development and well-being in society. Achievements in social policy programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programmes services for mothers and children that promote greater social equality in the country.

#### Competencies and level of proficiency required:

##### 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 partnership (1)  
Innovates and embraces change (1)  
Thinks and acts strategically (1)  
Drive to achieve results for impact (1)  
Manages ambiguity and complexity (1)

#### Recruitment Qualifications:

An advanced university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field.

A minimum of five years of relevant professional work experience is required.

Experience working on evidence generation, programming or implementation of family friendly policies or the care economy in Malaysia.

Fluency in English and local language Bahasa Malaysia is required.

Knowledge of another UN official language (Arabic, Chinese, French, Russian or Spanish) is considered as an asset.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

No

Competencies and level of proficiency required:

Recruitment Qualifications:

Attachments:

[JD Social Policy Specialist NOC Signed.pdf](#)  
[Program MCO Organograms v4 - No names.pdf](#)

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