



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Social Policy Specialist (Social Protection)**
Supervisor Title/ Level: **Representative, D1**
Organizational Unit: **Programme**
Post Location: **UNICEF Zimbabwe Country Office**

Job Level: **Level 4**
Job Profile No.:
CCOG Code: **1L06**
Functional Code: **SOC**
Job Classification Level: **Level 4**

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 Social Policy Specialist JD is to be used in a large Country Office (CO), with a highly complex social policy programme where the Representative is at D1 level and the Social Policy (Social Protection) Program is a full/comprehensive component of the Country Program. At this level, the incumbent is likely to work closely with a small unit of support and professional staff, within a broad Social Policy section. The Social Policy Specialist reports to the Representative who is at Level D1.

Purpose for the job:

Under the general guidance of the Representative, and in close collaboration with the Chief of Social Policy and Research, the incumbent is responsible for the design, management, implementation, monitoring, and evaluation of all stages of social protection programming and related advocacy from strategic planning and formulation to delivery of concrete and sustainable results. This includes programmes aimed at improving social protection coverage and impact on children and the quality, equity and coverage of social protection services. This encompasses both direct programme work with government and civil society partners as well as linkages and support to teams working on education, health, nutrition, child protection, water and sanitation,

and HIV.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Social Protection Program Development and Planning

- Plan and/or provide technical assistance and operational support to set social protection program priorities, strategies, design and implementation plans.
- Keep abreast of national/regional/international development priorities on social protection to enhance program management and delivery.
- Participate in strategic program discussion on the planning of social protection programs/projects. Formulate, design and prepare programs/projects proposal for the sector, ensuring alignment with the overall UNICEF's Strategic Plans and Country Program and coherence/integration with UN Development Assistance Framework (UNDAF), regional strategies and national priorities, plans and competencies.
- Establish specific goals, objectives and strategies and implementation plans for the sector using on results-based planning terminology and methodology (RBM). Prepare required documentations for program review and approval.
- Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results for social protection.
- Provide authoritative technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programs/projects with other UNICEF sectors and achievement of results as planned and allocated.

2. Strengthening Social Protection Coverage and Impact for Children

- Support in the development of social protection 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 other social protection interventions and improve linkages with other social protection interventions such as health insurance, public works and social care services as well as complementary services and intervention related to nutrition, health, education, water and sanitation, child protection and HIV.
- Undertake improved monitoring and research around social protection impact on child outcomes, and use of data and research findings for strengthening programme results.

3. Programme Management

- Manage and coordinate technical support around social protection, 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.
- Support and contribute to effective and efficient planning, management, coordination, monitoring and evaluation of the social protection programme. Ensure 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.

4. Innovation, knowledge management and capacity building

- Promote critical thinking and innovative approaches and good practices for sustainable social protection programs/projects initiatives through advocacy and technical advisory services.
- Keep abreast, research, benchmark, introduce and implement best and cutting edge practices on social protection management and information systems. Institutionalize and disseminate best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programs and projects.
- Organize/plan/implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on social protection and related programs/projects

5. Advocacy, networking and partnership building

- Build and strengthen strategic partnerships through networking and advocacy with local/national government, UN system agency partners, donors, internationally recognized institutions, NGOs, funding organization, research institutes and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on social protection.
- Prepare communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances for sustainable results and support fund raising for UNICEF and Country Office Social Protection programs and emergency interventions.
- Participate and/or represent UNICEF in inter-agency (UNCT) discussions and planning on social protection and related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues UNDAF planning and preparation of programs/projects including emergency preparedness

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

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (II) ▪ Working with people (II) ▪ Drive for results (II) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Leading and supervising (II) ▪ Formulating strategies and concepts (II) ▪ Analyzing (III) ▪ Relating and networking (II) ▪ Persuading & Influencing (II) ▪ Planning & Organizing (III)
---	---

VI. Recruitment Qualifications

Education:	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.
Experience:	<p>A minimum of eight years of relevant professional work experience is required.</p> <p>Experience working in a developing country is considered as a strong asset.</p> <p>Background and/or familiarity with emergency is considered as a strong asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is considered as an asset

VII. Signatures- Job Description Certification

Name:	Signature	Date
Title:		
Name:	Signature	Date
Title:		