



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Adolescent Development Officer
(Gender and ADAP - Adolescent development
and participation)**
Supervisor Title/ Level: **Programme Manager
(Planning and Resilience), P4**
Organizational Unit: **Programme Section**
Post Location: **Pemba, Mozambique**

Job Level: **NO-2**
Job Profile No.: **129917**
CCOG Code: **1L04**
Functional Code: **AND**
Job Classification Level: **Level 2**

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 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 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 is a leading global organization working to promote the rights of every child, ensuring their survival, development, protection, and participation. The UNICEF Mozambique Country Programme focuses on improving the well-being of children and women, particularly in the most vulnerable and conflict-affected regions. Cabo Delgado, in the northern part of Mozambique, faces significant humanitarian challenges, with ongoing conflict resulting in displacement, disrupted access to basic services, and a heightened risk to the lives and futures of children and families.

UNICEF's work in Cabo Delgado prioritizes the needs of children and adolescents. Addressing the unique vulnerabilities of adolescent girls and boys in this province is critical, as they face specific challenges such as limited access to quality education, protection from gender-based violence, and opportunities for meaningful participation in decision-making processes, exposure to recruitment in non-state armed groups and overall lack in opportunities.

This position focuses on driving UNICEF's efforts to empower adolescents and promote gender equality. The role will involve working closely with implementing partners, government stakeholders, service providers and other stakeholders to deliver impactful programs that support the development of adolescent girls and boys, fostering gender equality and resilience in the context of conflict and humanitarian crisis.

The incumbent will provide support in tailoring the [Inter-Agency Standing Committee Guidelines on Working With and For Young People in Humanitarian Settings](#) to the Mozambique context to the extent possible to ensure adolescent and youth priorities are addressed in UNICEF-wide response efforts, with their voices and perspectives on their vulnerabilities at the centre of the response. This is also in line in [UNICEF's revised Core Commitments for Children \(CCCs\)](#) for humanitarian action which promotes the active participation of children in humanitarian response.

The Adolescent Development Officer (Gender and ADAP) will provide support for UNICEF in Cabo Delgado, to spearhead and coordinate multi-level strategic ADAP and Gender interventions covering key UNICEF social sectors but with a specific focus on adolescent and youth programming for children and armed conflict (CAAC), children associated with armed forces and groups (CAFAAG), peacebuilding and social cohesion. The Adolescent Development Officer (Gender and ADAP) will assist the UNICEF Cabo Delgado team, Implementing Partners and the provincial government in identifying strategic opportunities through the protection and education clusters for planning and initiating of multi-channel ADAP and Gender interventions that maximize the promotion and protection of children's rights.

Furthermore, the role will provide technical and capacity building support to UNICEF staff, partners and stakeholders on key gender interventions, while advising on gender in humanitarian action programming, gender-based violence risk mitigation and the participation of women and girls in humanitarian planning, implementation and monitoring

Purpose for the job: The Adolescent Development Officer (Gender and ADAP) reports to the Programme Manager (Planning & Resilience) P4 in Pemba, Cabo Delgado with matrix management to the Adolescent Development Specialist P4 and the Program Specialist Gender Specialist P4 (both based in Maputo).

The Officer provides professional technical, operational, and administrative assistance throughout the programming process to support the integration of adolescent development/participation and Gender in programmes/projects within the Country Programme. The Officer is responsible for preparing, executing, managing and implementing a variety of technical and administrative programme tasks to support the development and formulation of the adolescent development and participation programmes/projects, and to ensure that sector/multisector interventions incorporate gender responsive and transformative approaches.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Generate & Use Evidence:** Support to generate and utilize research, data, and evidence to inform the design, measurement, and monitoring of ADAP/Gender programming and outcomes in both development and emergency contexts.
2. **Design, plan and implement:** Support to design, plan, manage and implement ADAP/Gender interventions that are backed by evidence and strong engagement and participation mechanisms in both development and humanitarian contexts.
3. **Advocate & Build Partnerships:** Support operationalization of ADAP/Gender programming by advocating for ADAP/Gender, mobilizing resources, coordinating across stakeholders, sectors and teams, and building strategic partnerships with Government, CSOs and young people.
4. **Build Capacities:** Promote continuous learning, strengthening, and scaling up of ADAP/Gender programming for both development and humanitarian contexts through capacity building for UNICEF staff, implementing partners and young people.
5. **Innovation and knowledge management:** Identify innovative and creative programmatic solutions and initiatives for ADAP/Gender programming and ensure proper monitoring and documentation.

Key functions, accountabilities, and related duties/tasks:

1. Support to generate and utilize research, data, and evidence to inform the design, measurement, and monitoring of ADAP/Gender activities related to peacebuilding and social cohesion, skills building and CAAC/CAAFAG outcomes in both development and emergency contexts and to build the evidence base for ADAP/Gender.

- In collaboration with sectoral and cross-sectoral specialists, relevant government officers and other UN/NGO partners, design, implement, and/or participate in situation analyses and rapid formative research that identify specific needs of adolescents and youth in both humanitarian and non-humanitarian settings.
- Support sex, age and disability disaggregated data collection, tracking, monitoring and reporting ADAP/Gender results from humanitarian and development interventions and prepare syntheses of results.
- Develop terms of reference, research tools, frameworks and protocols for generating evidence to inform ADAP/Gender initiatives and apply tools, methodologies and frameworks for data collection, tracking, monitoring and reporting and disseminating ADAP/Gender results.
- Conduct and/or participate in routine programme monitoring and make recommendations on workplan revisions based on the results.
- Support the production of gender analyses to inform integrated and targeted GAP priorities, and ADAP and gender CCC actions for the Field Office.
- Assist Field Office colleagues on the realization of gender analyses for their programmes; advise (under the technical guidance of the Gender Specialist) on the appropriate gender transformative/responsive interventions and approaches to be integrated in sector projects; identify synergies and opportunities to improve results on gender programming across sectors.

2. Support to design, manage, plan and implement ADAP/Gender activities on CAAC/CAAFAG along with strong engagement and participation mechanisms in both development and humanitarian contexts.

- In collaboration/consultation with UNICEF sectoral and cross-sectoral specialists, relevant government officers and other UN/NGO partners, provide technical and administrative support for the development, implementation, and monitoring of evidence-based ADAP/Gender strategies and activities around CAAC/CAAFAG contributing to peacebuilding and social cohesion, in line with global standards and UNICEF priorities and approaches.
- In collaboration/consultation with UNICEF sectoral and cross-sectoral colleagues and implementing partners, select appropriate ADAP/Gender activities and platforms for engagement, ensuring quality and integration of the latest evidence and science-backed approaches. In this process, oversee coordination with ADAP/Gender stakeholders and partners to align plans and activities on CAAC/CAAFAG.
- Work closely and collaboratively with UNICEF Sections and partners to address adolescent development and participation priorities in operational and implementation strategies; provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decisions.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews related to ADAP/Gender with government and other counterparts to assess programmes/projects on adolescent development and participation and report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of adolescent development and participation programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.

- Prepare regular/mandated relevant programme/project reports for management, donors and partners to keep them informed of programme progress.
- Apply the above skills of designing, planning, implementing and monitoring of ADAP/Gender interventions in the context of humanitarian emergencies.

3. Support operationalization of ADAP/Gender programming in Cabo Delgado (on CAAC/CAAFAG) through advocacy, coordination and technical assistance across stakeholders, sectors and teams, and building alliances and partnerships.

- Represent UNICEF's interests on ADAP/Gender in partnerships and manage development of and progress against joint project agreements with relevant partners; represent UNICEF Cabo Delgado field office and ADAP/Gender among partners as relevant and necessary.
- Collaborate with provincial and district partners to link and coordinate ADAP/Gender approaches to UNICEF's protection programming under CAAC/CAAFAG.
- Provide technical contributions to reports, presentations, briefs and other materials that can be used to support resource mobilization.
- Identify, disseminate, and adopt best practices and innovative approaches and methodologies in ADAP/Gender with a particular emphasis on CAAC/CAFAAG contributing to peacebuilding and social cohesion in line with UNICEF's global guidance.
- Conduct regular programme field visits and exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and refer to relevant officials for resolution.
- Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Coordinate with stakeholders and partners for the implementation and reporting of ADAP/Gender programming in humanitarian action.
- Oversee and assist the implementation of gender transformative approaches to girls empowerment, results monitoring and reporting, technical assistance, coordination)
- Organize regular consultations with IPs to detect bottlenecks, challenges and lessons learned.
- Conduct refresher trainings and revise implementation tools to adjust/improve them if required.

4. Build strong ADAP/Gender networks and partnerships with key stakeholders.

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on adolescent development and participation programmes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support resource mobilization to ensure the adolescent development and participation programmes are adequately resourced and supported.
- Participate and represent UNICEF in appropriate provincial inter-agency meetings/working groups/events on ADAP/Gender priority programming to collaborate with inter-agency partners/colleagues on operational planning and preparation of upcoming projects.
- Prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Support innovation, knowledge management and capacity building.

- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results.

- Participate as resource person in capacity building initiatives to enhance the competencies of partners/key stakeholders in ADAP/gender programming.
- Identify ADAP/Gender capacity strengthening needs and provide appropriate training for UNICEF sectoral staff, governmental and non-governmental implementing partners, service providers and key stakeholders.
- Develop appropriate training materials on specific ADAP/Gender programming including related to CAAC/CAFAAG, peacebuilding and social cohesion.

IV. Impact of Results

The support, research and technical analysis provided by the incumbent strengthens the advocacy, planning and formulation of adolescent development and participation programmes. It further enhances UNICEF capacities and results on gender responsive and transformative programming, supporting the generation of evidence on best practices in this area. The achievement of concrete and sustainable results from these programmes contribute to achievement of UNICEF goals in the country to promote the full and active participation of adolescents in determining their essential needs, promoting their rights to a safe environment and protecting their rights to survival, development and well-being in society. This in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality and inclusion in the country.

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. Recruitment Qualifications

Education:

- A university degree (bachelor's) in adolescent development, gender studies, social sciences, anthropology, psychology and/or related field is required.

Experience:	<ul style="list-style-type: none">• A minimum of 2 years of professional experience in one or more of the following areas is required: adolescent development, gender, child protection programming or another related area.• Relevant experience in a UN system agency or organization is considered an asset.• Capacity building expertise in adolescent development/engagement, community engagement, gender and child protection or related area is desirable.• Experience working in humanitarian context is an asset.• Experience in peacebuilding and social cohesion programming desirable.• Demonstrated knowledge and experience of gender equality frameworks, programme design, advice and monitoring approaches, including for transformative results is required.
Language Requirements:	<ul style="list-style-type: none">• Fluency in Portuguese and English is required.• Knowledge of a local language from Cabo Delgado is an asset.