



UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE (GJP)

**I. Post Information**

Job Title: **Social Policy Officer (UNJPSP Coordinator)**  
Supervisor Title/ Level: **Social Policy Specialist, Level 3**  
Organizational Unit: **Social Policy**  
Post Location: **Lusaka, Zambia**  
Case No. **ZAM26001 (134023)**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code: **1L06**  
Functional Code: **SOC**  
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 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 Officer (UNJPSP Coordinator) reports to the Social Policy Specialist who is at level 3.

**Purpose of the job:**

The Social Policy Officer (UNJPSP Coordinator) is responsible for supporting the section output on Social Protection, providing technical support to the Government of Zambia in implementation, monitoring, and evaluation of all stages of social protection policy, programming and systems in Zambia.

Under the general guidance of the supervisor, the Social Policy Specialist (Social Protection), and in close coordination with other relevant colleagues and sections, the Social Policy Officer is accountable for providing technical support and assistance to all stages of social protection programming in UNICEF Zambia. This encompasses both direct programme work with government, civil society partners, and UNICEF colleagues as well as support to coordination with UN agencies and grant management within the section. Upholding UNICEF's role as a

trusted advisor, the incumbent will advance systemic reforms and promote evidence-base, equity-focused social policy and programming for children in Zambia.

**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. Support to programme and grant management of the UN Joint Programme on Social Protection (UNJPSP).** As UNICEF is the convening agency for the UNJPSP, the incumbent will be responsible for supporting success of the programme, key functions include:

- Lead day-to-day grant management of the UNJPSP for UNICEF including expenditure tracking and monitoring to ensure compliance of UNICEF and UN partners with the Programme Document and approved annexes. S/he will develop clear and consistent processes for expenditure planning and tracking against agreed budgets and in compliance with donor agreements including monitoring and revision of detailed budgets and workplans; ensuring strict funds utilization monitoring; and maintain accurate, timely expenditure tracking of the entire UNJPSP as well as internal UNICEF expenditure. The role requires ensuring full compliance with donor agreements, UNICEF financial regulations and rules, and UN Joint Programme governance arrangements. S/he will conduct regular variance analyses, flag risks or deviations, recommend corrective actions, and maintain audit-ready documentation. The incumbent will prepare high-quality financial inputs for donor reports, steering committee updates and internal accountability requirements, ensuring transparent and effective use of resources.
- Support the Social Protection Specialist to coordinate and manage the UNJPSP, including facilitating effective coordination across participating UN agencies (UNICEF, FAO, WFP), government counterparts and cooperating partners to ensure coherent planning, implementation and monitoring of UNJPSP activities. Support organization of regular inter-agency technical meetings, joint workplanning, monitoring, expenditure tracking and review processes, and ensuring systematic information sharing to promote integrated, timely and quality programme delivery. Maintain a clear line of communication with Government and ensure appropriate consultation and inputs are included from key Government stakeholders at all stages, inclusive of facilitation of key governance meetings such as the Technical Coordination Forum and Steering Committee meetings.
- Ensure that the Chief of Social Policy is up to date on overall UNJPSP grant management and seek support where needed to ensure smooth and compliant implementation.

**2. Strengthening social protection coverage and impact for children.** The incumbent will contribute high quality technical support to the national social protection system including:

- Supports 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. Provide technical assistance to Government and stakeholders to ensure effective implementation of policies and achievement of policy objectives, including supporting intra- and inter-ministerial coordination on social protection and humanitarian interventions and supporting improved domestic financing of inclusive and child-sensitive social protection interventions.

- Supports strengthening of integrated social protection systems, providing technical support to partners to improve the design of child-sensitive cash transfers and improve linkages with other social protection interventions such as health insurance, public works and social care services as well as complementary services and interventions related to nutrition, health, education, water and sanitation, child protection and HIV. Support the scale up of key programmatic reforms including roll out of the National Social Registry, lifecycle social protection, grievance redress mechanisms, integration of PSEA and safeguarding measures into social protection system, improving shock response and integration of anticipatory action, and mainstreaming of disability and gender.
- Undertakes improved monitoring and research around social protection impact on child outcomes, and use of data and research findings for strengthening programme results and provide high level, evidence informed advocacy for improved policy and programmatic decision making.

### **3. Strengthened advocacy and partnerships for child-sensitive social policy and prioritization of child poverty on the national development agenda**

- Supports correct and compelling use of data and evidence on the situation of children and coverage and impact of child focused services – 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.

### **4. UNICEF Programme Management**

- Helps 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. 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, 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.

### **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 efficient and effective technical support provided to the development and implementation of strategic advocacy and planning & formulation of social policy programmes/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 policy programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for

mothers and children that promotes greater social equality in the country.

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

### i) Core Values

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

### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

### 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## VI. Recruitment Qualifications

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| 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: | A minimum of two years of relevant professional work experience in social protection is required.<br><br>Demonstrable of experience in grant management and oversight, including programme budgeting, expenditure |

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|------------------------|---|
|                        | <p>planning and tracking, reporting and coordination 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: | <p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>   |