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

I. Post Information

Job Title: **Child Protection Officer** Supervisor Title/ Level: **Chief, Child Protection/Child Protection Specialist Level 5/4/3** Organizational Unit: **Programme** Post Location: **Country Office**	Job Level: **Level 1** Job Profile No.: CCOG Code: **1L04** Functional Code: **CHI** Job Classification Level: **Level 1**

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:

The Child Protection Officer GJP is to be used in a Country Office (CO) where the Child Protection Programme is a component of the Country Programme (or UNDAF). The Officer reports to the Chief Child Protection or Child Protection Specialist who is at **Level 5/4/3**.

Purpose for the job:

The Child Protection Officer reports to the Child Protection Specialist/Manager/Chief for close guidance and supervision. Level 1 is an entry professional level and should therefore be normally used as a trainee level for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. Incumbents at this level are not expected to remain for an extended period of time in the post.

The Child Protection Officer provides professional technical, operational and administrative assistance throughout the programming process for the child protection programmes/projects through the application of theoretical and technical skills in researching, collecting, analyzing, and presenting technical programme information while learning organizational rules, regulations and

procedures to support the development and formulation of the Child Protection Programme within the Country Programme.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Technical and operational support to programme implementation**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**

1. Support to programme development and planning

- Research and analyze regional and national political, protection, social and economic development trends. Collect, analyze, verify, and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevancy of information.
- Facilitate the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of child protection programmes and other related information for development planning and priority and goal setting.
- Provide technical and administrative support throughout all stages of programmeming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results.

- Work closely and collaboratively with colleagues and partners to collect, analyze and share information on implementation issues, suggest solutions on routine programme implementation and to submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts, and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocation, goals, organizational rules, regulations, procedures, donor commitments, and standards of accountability and integrity.
- Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.

- Prepare inputs for programme and donor reporting.

3. Technical and operational support to programme implementation

- Undertake field visits and surveys, and collect and share reports with partners and stakeholders.
- Assess progress and provide technical support and/or refer to relevant officials for resolution.
- Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in child protection, to support programme implementation.

4. Networking and partnership building

- Build and sustain 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 child protection.
- Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of child protection programmes/projects, and to integrate and harmonize UNICEF's position and strategies with UNDAF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for child protection programmes.

5. 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 practices to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Child Protection Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to create a protective environment for children against harm and all forms of violence, and ensures their survival, development and well being in society. Success in child protection programmes and projects in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

VI. 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.

VII. Recruitment Qualifications

Education:	A university degree in one of the following fields is required:

	international development, human rights, psychology, sociology, international law, or another relevant social science field.
Experience:	A minimum of one year of professional experience in social development planning and management in child protection related areas is required. Experience working in a developing country is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.