**Climate Change and DRR Officer (NOB)**

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 Programme Officer (Climate Change), at the NOC level, is to be used in a UNICEF country office and reports to the Deputy Representative, who is at level P4.

**Purpose for the job:**

Under the direct supervision of the Deputy Representative, accountable for climate change and disaster risk reduction (DRR) projects, planning, design, implementation and advocacy with a broad range of actors, in accordance with the Country Programme, focusing on mainstreaming child related priorities within broader climate change and disaster risk planning related interventions.

Climate change, energy access and environmental degradation are equity issues, with children and young people often being the most vulnerable and affected. Addressing climate change, energy access and environmental degradation is therefore vital for building a more sustainable future for children. In addition, it is imperative that we integrate our actions on the SDGs and our humanitarian responses. Climate and environment issues have also been integrated in one of the five main outcome areas of the new strategic plan (2018-21). Each of the goal areas of the UNICEF Strategic Plan 2018 - 2021 –Other outcomes are also affected in some way by climate change and/or environmental degradation. Fortunately, each stream of UNICEF work also presents opportunities to take action on climate, energy and/or the environment in order to deliver more sustainable results. There are major implications of climate change, lack of energy access and environmental degradation for children and UNICEF has strong potential to strengthen the response to these issues.

Kyrgyzstan yearly records $35 million worth of damage from disasters. Nearly all of the country is vulnerable to frequent earthquakes, avalanches, floods, mudflows and landslides. According to the Ministry of Emergency Situations, there are more than 3,000 earthquakes registered annually. 85 per cent of education facilities exhibit a low structural safety level and are exposed to potential disasters (UNICEF, 2014). Thus, more than one million children are prone to potential disaster risks.

**KEY END-RESULTS:**

1. Specific implementation support for the adaptation to Climate Change and DRR agenda into UNICEF programming.;
2. Implementation support, including coordinating UNICEF’s knowledge and capacity development for the overall Environment and Disaster Risk Reduction portfolio;
3. Supporting CO in policy advise and influencing national policy on climate change to be sensitive to child rights.
4. Effective knowledge management and system developed and utilized to strengthen the area of work.
5. Situation Analysis prepared/updated, critical programme intervention point/measures identified, and programme work plans/recommendations/reports prepared.
6. Programme funds optimally used.
7. Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status report timely prepared. Gender/sex disaggregated data and inputs relevant to country programme provided as integral part of programming.
8. Rights based and results-based programming approach fully incorporated into all phases of programme and projects processes.
9. Effective partnership and collaboration achieved and maintained for technical cooperation, programme development/management/coordination, information sharing and networking on climate change, disaster risk reduction and risk informed planning for children.

**KEY ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results.*

Secondary clients might include other UN agencies, governments and inter-governmental organizations, NGOs, donors and the like.

**Direct implementation support for the CC project (60%):**

* Provide overall operational and technical support for the delivery of CC and DRR working in close collaboration with the Regional Office and development partners;
* Provide support to the timely and quality delivery of reports on CC and DRR;
* Support the monitoring and evaluation of relevant projects;
* Support the identification of up-scaling opportunities and strategies based on the results and recommendations of relevant evidence, including evaluations;
* Support knowledge management activities on CC, DRR and other relevant themes

**Programme/project planning, coordination and implementation:**

* Support planning, coordination and implementation of all climate change and DRR related projects;
* Oversee implementation progress on all UNICEF supported projects and liaise with Implementing Partners;
* Liaise with other teams in the office including Programmes and Operations as well as coordinate with UNICEF Implementing Partners, and multilateral and bilateral donors and civil society to support successful implementation of projects;
* Contribute to policy development;
* Support the development of strategic UNICEF policy position papers and internal briefing notes.

**Effective Management/Delivery of CC and DRR Portfolio:**

* Support the achievement of timely and effective management of projects’ delivery focusing on achievement of programme results through:
* Monitor current year and cumulative expenditure status and oversee achievement of key financial milestones such as budget revisions, financial closure and the like;
* Coordinate with Implementing Partners to ensure timely and quality submission of work plans, financial and substantive reports on annual and quarterly basis;
* Facilitate information gathering and preparation of annual project implementation reviews and external evaluations;
* Oversee the identification of any exceptions or irregularities and act to rectify these immediately;
* Identify any recurrent problems or trends and identify and suggest remedies and solutions such as training, guidelines, etc;
* Provide management with advice relating to direction of project implementation;
* Ensure day to day implementation of the CC and DRR programme portfolio.

**Learning, Knowledge Management and Self Development:**

* Apply cutting edge thinking, methodologies and lessons learnt from across the world to programmes and projects being implemented in CO and other countries;
* Respond to queries on programme/project progress, impacts and lessons;
* Develop and carrying out a personal learning plan (5%).

1. **Knowledge Management for Programmes**

Ensure that area/country programmes are strengthened by knowledge management through data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases; participate in information exchange through donor and media visits as well as in the development of training and orientation material.

1. **Programme Development and Management**

Contribute to the preparation of the Situation Analysis for programme development. Administer a consistent and transparent monitoring system;. Support preparation of programme work plans as required.

1. **Programme Planning, Implementation and Monitoring**

Assist in establishing programme work plans and monitors progress and compliance. Help to manage allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored and liquidated.

Undertake field visits to monitor and assess programme implementation and decides on required corrective action. Participate in annual sector review meetings with government counterparts. Ensure the timely preparation of annual program status reports.

1. **Rights-Based and Results-Based Programme Management Approach**

Assure the quality of child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme design.

1. **National and Local Capacity Building/Sustainability**

Provide government authorities with technical supports to plan and organize training programmes for capacity building and programme sustainability.

Ensure the building or reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

1. **Partnership, Coordination and Collaboration**

Develop partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavors and to coordinate financial and supply management requirements and accountability.

Maintain collaboration with Regional Advisers and HQ Officers for effective overall coordination on programmes.

**Competencies and level of proficiency required:**

**Core Values**

* Care, Respect, Integrity, Trust and Accountability

**Core competencies**

* Communication (I)
* Working with People (II)
* Drive for Results (II)

**Functional Competencies**:

* Leading and Supervising (II)
* Formulation Strategies and Concepts (II)
* Analyzing (II)
* Relating and Networking (I)
* Persuading and Influencing (I)
* Creating and Innovating (I)

**Qualifications required:**

* University degree in Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines.
* A minimum two years of relevant professional work experience in the area of climate change and disaster risk reduction, vulnerability mapping, governance, community based development programmes, or closely related fields.
* National or field work experience.
* Background/familiarity with Emergency.
* Work experience in international organizations would be an asset.
* Fluency in English and Russian languages, knowledge of Kyrgyz language of the duty station is an asset.