



**UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE**

I. Post Information

Job Title: **Chief, Field Operations P5, #52320**
Supervisor: **Representative, D2, #1369**
Organizational unit: **Field Operations**
Post location: **Islamabad, Pakistan**

Job Level: **P5**
Job Classification Level:

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 favouritism. 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 fulfil 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.

Purpose for the job:

Under the overall guidance of the Representative, the Chief of Field Operations will be responsible for overseeing the implementation and monitoring of the Pakistan Country Programme activities in the field through the provision of strategic guidance, oversight and coordination of programme interventions at provincial and sub-provincial levels so as to ensure that the rights of children and women are upheld by duty bearers and rights holders in Pakistan. The Chief Field Operations is also responsible for the development, coordination, implementation, and monitoring of UNICEF Pakistan's emergency preparedness and Disaster Risk Reduction (DRR).

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

Leading and managing Field Operations

1. Provide overall guidance to four Chief of Field Office by overseeing planning, programme strategy development, programme implementation and financial management at field level so as to maintain quality of field work in compliance with UNICEF standards and annual work plan.
2. Serve within UNICEF Islamabad Office as the key focal point for field offices for programme development, coordination, implementation and monitoring.
3. Participate in and support UNICEF Pakistan's overall management by serving as a strategic management actor through the integration of programme strategies in organization's overall mission

and operations. This includes participation in routinely scheduled management meeting, Country Management Team (CMT), programme review meetings, standing committees, and by providing inputs in the development of Annual Work Plans (AWPs) at federal level, by overseeing the development of Provincial Work Plans and by allocating provincial RR resources.

4. As an interface to the Deputy Representative, responsible for inter alia for the coordination of federal-level technical support to the field, provide strategic managerial leadership for the optimal coordination of UNICEF provincial offices with Islamabad-based technical sections and by implementing project plans through cost effective and efficient ways and means.
5. Support and participate in the design of Monitoring and Evaluation tools for monitoring of the programme including assessment of community needs, vulnerabilities and financial resources in the field and provinces, in close collaboration with the field/ provincial offices and by undertaking visits to field/provincial offices.
6. Provide active support to the UN 'Delivering as One' reform implementation in the field by identifying issues of common interest, avoiding duplication among the various One UN Joint Programmes, seeking synergies between Joint Programmes/Joint Programmes Components implementation by different agencies and taking the leadership role within the Thematic Working Group for Disaster Risk Management and ensuring that UNICEF's interests are well taken care of in this forum.
7. Advocate for the rights of children and women and by developing and implementing relevant strategies with high level and senior government officials in provinces, with multi-lateral and bilateral agencies, NGOs, and national and international media.
8. As required, act as Officer-In-Charge for the Deputy Representative or Representative when they are not available in the Islamabad office.

Emergency

9. Responsible for emergency response planning in the field (i.e. Provincial EPRPs and/or Inter-Agency Contingency Planning Exercises) and for ensuring a timely and quality UNICEF response to natural and man-made emergencies through provincial/field offices and by supporting the coordination of different actors including through the implementation of the IASC Cluster Approach at provincial or sub-provincial levels as needed. Ensure the quality of UNICEF's emergency engagement by addressing field operations bottlenecks including staffing, resources and supplies and by ensuring that UNICEF and wider inter-agency policies and standards in emergencies are adhered to (i.e. UNICEF CCCs; IASC guidelines and; UN Pakistan 'Delivering as One' Disaster Risk Management Joint Programme).

Disaster Risk Reduction (DRR)

10. Oversee the development of the Disaster Risk Reduction (DRR) strategy across all programmes.
11. Provision of guidance and support for the planning and implementation of capacity development initiatives for government counterparts and other partners.
12. Provision of programmatic guidance to DRR field office teams and section chiefs on practical risk reduction measures, risk informed programming, planning and monitoring processes
13. Coordinate with and contribute to UNICEF regional and global initiatives to advance DRR. Enhance/establish cooperation with relevant DRR stakeholders for programme coordination, information/experience exchange. Liaise with key players working on DRR to build synergies.

IV. Impact of Results

The Chief Field Operations is a seasoned professional in the field of programme development and implementation, emergency preparedness and DRR. The quality of work and external communications performed by the Chief directly impacts on the achievement of programmatic results and the overall reputation of UNICEF. He/she is expected to develop and lead strategies within his/her portfolio. The

reputation of UNICEF. He/she is expected to develop and lead strategies within his/her portfolio. The Chief is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners.

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 (III) ▪ Working with People (III) ▪ Drive for Results (III) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Leading and Supervising (III) ▪ Formulating strategies and Concepts (III) ▪ Analyzing (III) ▪ Relating and Networking (III) ▪ Persuading and Influencing (III) ▪ Applying Technical Expertise (III) ▪ Entrepreneurial Thinking (II)
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VI. Recruitment Qualifications

Education:	An advanced university in international development, social sciences, public administration, public affairs, international relations, political science, business administration or other related field
Experience:	A minimum of ten (10) years of relevant progressively relevant professional experience. Developing country work experience and background/familiarity with emergency/humanitarian preparedness.
Language Requirements:	Fluency in English is required with knowledge of another UN language considered as an asset.

VII. Signatures- Job Description Certification

		
Name: Angela Kearney	Signature	Date
Title: Representative, Supervisor and Head of Office		