UNITED NATIONS CHILDREN'S FUND - MALAWI
JOB PROFILE

Duty Station: Lilongwe, Malawi	**Generic JD Job No:**
Section/Division: Social Policy, Research and Participation	**CCOG Code:**
	UNICEF Occu. Code:
Case No: MLW013/14	**Classified Level:**
Position Level: L-3	**Date Classified:**
Position Title: Social Policy and Economics Specialist	
Incumbent: New	

REPORTS TO: (52248, Chief Social Policy, L-4)

(Please attach Organization Chart. Indicate the IMMEDIATE SECTION where the post is located showing the supervisor, subordinates and all other related posts. Note only the officially approved organization chart established in the budget process will be utilized for identification of the post's position within the office structure. This is required for classification review.)

SIGNATURES

This is to certify that contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishments of the functions.

Name & Title	Signature	Date
Sophie Shawa, OIC Chief Social Policy	SL	7 Nov 2014
Supervisor, Name & Title	**Signature**	**Date**
Sophie Shawa, OIC Chief Social Policy	SL	7 Nov 2014
Head of Section, Name & Title	**Signature**	**Date**
Mahimbo Mdoe, Representative		10/11/2014
Head of Office, Name & Title	**Signature**	**Date**

JD Prepared Date: 14 October 2014

UNITED NATIONS CHILDREN'S FUND - MALAWI
JOB PROFILE

SOCIAL POLICY SECTION

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                    Representative
                    P-5 - BEP
                    1684
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                Chief Social Policy
                L4 – LLTG
                52248
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                        |———————— Sr. Prog Assistant
                        |          GS-7 LLTG
                        |          18250
                        |
      ——————————————————————————————————————————
      |                     |                    |
Social Policy Specialist   Social Policy    Social Policy & Economic
(Protection) L2 (IL3)      Specialist       Specialist L3
L3 LLTS 68515              (Protection)     LLTG MLW13/14
MLW12/14                   NOC LLTG 64961        |
                                                 |—— Social Policy Officer
                                                      NOB LLTS 68516
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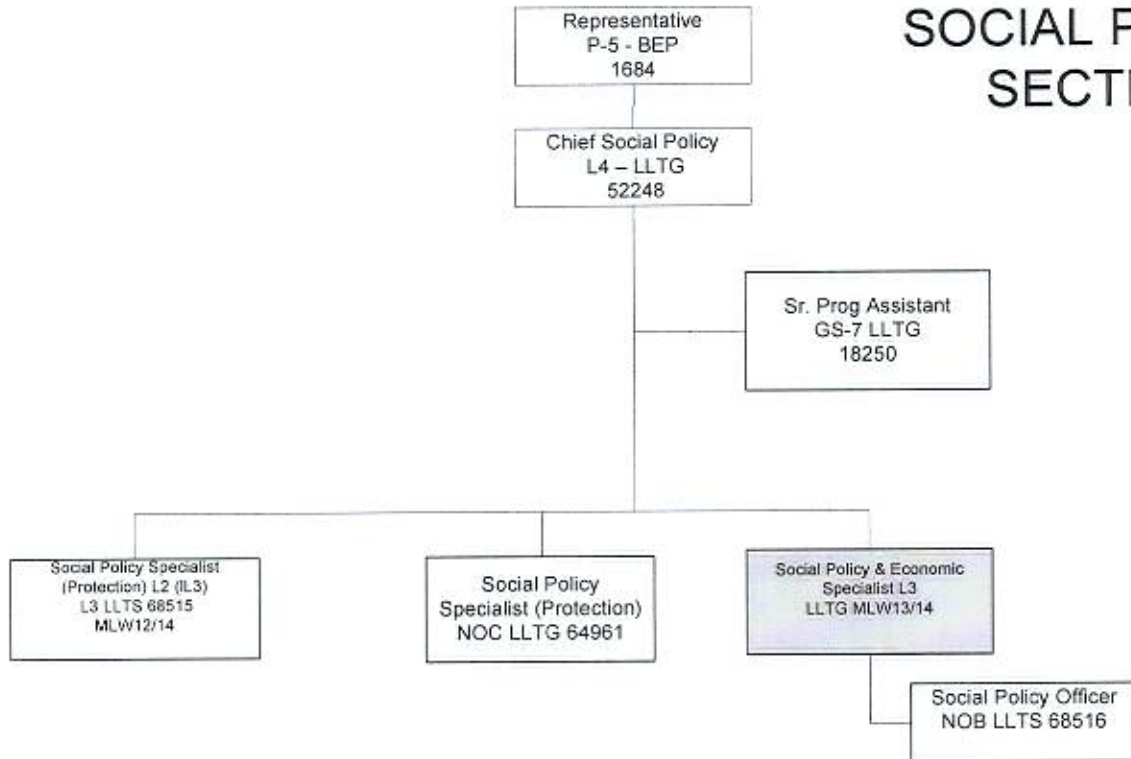
UNITED NATIONS CHILDREN'S FUND - MALAWI
JOB PROFILE

JOB TITLE: Social Policy and Economics Specialist **JOB LEVEL:** L-3 **REPORTS TO:** Chief Social Policy **LOCATION:** Lilongwe, Malawi	JOB PROFLE NO.:_____ CCOG CODE:_____ FUNCTIONAL CODE: _____ JOB CLASSIFICATION _____

PURPOSE OF THE JOB

Accountable for effective engagement in social policy dialogue with the Government for programme development, advocating for increased public resource allocation and budgeting towards the social sector and sustainable decentralization of social services and local capacity building in support of the goal of universal coverage of essential social services and the creation of a protective environment for children. Conducts data collection and analysis to fill information gaps and to strengthen capacity for advocacy for children's rights, and to support the Millennium Development Goals (MDGs) and the World Fit for Children (WFFC) agenda.

KEY END-RESULTS

1. **Constructive dialogue and partnerships are established between international and local social policy stakeholders, to provide effective protective environment for the most vulnerable children, including progressive compliance of principal policy documents and legislation regarding all aspects of child rights.**

2. **Current information on state budget and spending patterns and decentralization status of social services are monitored and updated on an on-going basis to support advocacy for decentralization and universal coverage of essential services.**

3. **Decentralization of social services is made sustainable through adequate local support , keeping decentralized services both accessible and effective. Programme plans of action are developed for children at provincial and district/municipality levels; coordination between sectors are increased and links between different levels of government structures for policy implementation are strengthened.**

4. **Evidence-based analysis is provided through strategic research and evaluations for effective prioritization, planning, development, and results-based management national level plans, policies, legislation and budget.**

5. **Advocacy efforts are effectively made to raise awareness on children's rights with both the general public and with policy makers, and to ensure local buy-in and continued relevance of UNICEF programming.**

6. **Effective partnerships with the Government and other agencies established to enable sustained and proactive commitment to the Convention of the Rights of the Child and the Millennium Development Goals for continuing worldwide progress of the UNICEF mission.**

7. **UNICEF social policy programme effectively planned, implemented and managed in support of the country programme.**

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Social policy dialogue and programme development

Participates in social policy dialogue and development with the Government, engages in and establishes constructive dialogue and partnerships between international and local stakeholders to support the development of social policies and programmes contributing to the progressive realization of children's rights and strengthening of implementation and monitoring mechanisms at all levels of society, and ensures that the services reach out in innovative, effective ways to those most vulnerable pockets of children and families that have been previously left out.

2. Monitoring state budget resources

Monitors and updates current information on state budgeting and spending patterns for social programmes and decentralization status of social services on an on-going basis to support advocacy for greater public resources and budget allocation for social development, the prioritization of resource allocation for children, and universal coverage of essential services for children, to ensure that they reflect the best interest of children.

3. Sustainable decentralization and capacity building

Where the national decentralization process is taking place, collaborates with the central and local authorities to assist in planning, policy discussion and service delivery closely responding to the needs of local communities.

Provides on-going support in making decentralization sustainable through adequate local support while keeping decentralized services both accessible and effective.

Collaborates with the central and local authorities to strengthen community-based capacity on quality data collection, analysis for policy development, planning, implementation, coordination, monitoring of social policy and programmes.

Develops programme plans of action for children at provincial and district/municipality levels; strengthens coordination between sectors and between different levels of government structures for policy implementation.

4. Research, strategic evaluations, analysis and results-based approach

Collects systematically qualitative data for the sound and up-to-date assessment of the situation of children and women to provide the base-lines for result-based decisions on interventions and evaluations. Develops information systems for monitoring child rights indicators, with emphasis on community and child participation.

Provides timely, regular data-driven analysis for effective prioritization, planning, and development; facilitates results-based management for planning, adjusting, and scaling-up specific social policy initiatives. Support maintenance of information system for monitoring gender/sex disaggregated data.

Analyzes the macroeconomic context of social policy programmes and its impact on social development, emerging issues and social policy concerns, as well as implications for children, and proposes and promotes appropriate responses in respect of such issues and concerns, including government resource allocation policies and the effect of social welfare policies on the rights of children

5. Advocacy and communication

Promotes and raises awareness on children's rights with both the general public and with policy makers, utilizing effective information dissemination, mass media campaign, special events, and other means, to ensure local buy-in, commitment, and continued relevance of UNICEF programming. Highlight interventions to attain social policy goals which are designed to reduce gender inequalities.

6. Partnerships

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 Millennium Development Goals and the World Fit for Children (WFFC) agenda.

Identifies other critical partners, promotes awareness and builds capacity of partners, and actively facilitates effective collaboration within the UN family.

7. UNICEF Programme Management

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.

JOB GRADE FACTORS [1]

Level 3

- As a line manager, responsible for effective and efficient programme planning, design, implementation and administration of either a small programme or specific project activities within a major programme that focus on achievement of UNICEF's programmatic priorities.
- As a technical expert, provides timely and effective expert advice, guidance and input on situation analysis, programme strategy, planning, implementation and evaluation and human resources.
- Engages in social policy dialogue with national and local partners.
- Makes viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.
- Responsible for certification of allocation and disbursement of funds; determines supply and cash needs to ensure programme delivery meets targeted goals and objectives.

QUALIFICATION and COMPETENCIES ([ ] indicates the level of proficiency required for the job.)

1. Education

- Advanced university degree in Social Sciences, International Relations, Political Science, International Finance, public relations, media, communication, or other relevant disciplines.

2. Work Experience

- Five years of relevant professional work experience in research and policy and budget analysis.
- Developing country work experience in socio-economic development.
- Background/familiarity with Emergency.

3. Language Proficiency

- Fluency in English and another UN language is an asset.

4. Competency Profile (For details on competencies please refer to UNICEF Professional Competency Profiles.)

i) Core Values (Required)
- **Commitment**
- **Diversity and Inclusion**

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[1] The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

- Integrity

ii) Core Competencies (Required)
- Communication [II]
- Working with People [II]
- Drive for Results [II]

iii) Functional Competencies (Required)
- Leading and Supervising [II]
- Formulating Strategies and Concepts [II]
- Analyzing [III]
- Relating and Networking [II]
- Persuading and Influencing [II]
- Planning and Organizing [III]

iv) Technical Knowledge[2] [I]

a) Specific Technical Knowledge Required (for the job) [I]
(Technical knowledge requirements specific to the job can be added here as required.)

- Knowledge of donor country's economical and political situation.
- Expertise to leverage UNICEF's competitive advantage.
- Expertise to deploy networking and mass media for fundraising and special events.

b) Common Technical Knowledge Required (for the job group) [I]

- Understanding of UNICEF programmatic goals, visions, positions, policies and strategies (MDGs, UNDAF, HIV/AIDS, WFFC, MTSP, etc.)
- Understanding of Rights-based and Results-based approach and programming.
- Understanding of UN mission and system; and International Code of Conduct.
- Gender equality and diversity awareness.

c) Technical Knowledge to be Acquired/Enhanced (for the Job) [I]
- Knowledge of UNICEF's financial regulations and rules, fundraising manual and fundraising strategy.
- Understanding of government policies, guidelines, legislation, and strategies related to fundraising.
- Understanding of UNICEF programme policies, goals, strategies, guidelines and approaches related to programme funding activities.
- UNICEF policies, strategies promoting and supporting gender equality and diversity.

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[2] Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.