



## UNITED NATIONS CHILDREN'S FUND

### JOB PROFILE

#### I. Post Information

Job Title : Programme Officer  
Supervisor Title/ Level: Chief Emergency &  
Field Operations  
Organizational Unit:  
Post Location: Field Office/Division

Job Level: NO-B  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level: NO-2

#### II. Organizational Context and Purpose for the job

##### Context

As part of its evolving operational presence strategy, UNICEF has undertaken a reorganization of its field architecture to enhance the effectiveness, accountability, and coherence of its multisectoral interventions. This new approach shifts from a zone office model staffed with sectoral specialists to a more agile presence focused on coordination, strategic monitoring, and support to government partners in program implementation.

Five convergence zones have been identified as priorities for integrated interventions in health, nutrition, education, WASH, social and behavioral change (SBC), and child protection. In each zone, two national Programme Officer (Field Coordinators) (NO-B level) are deployed to monitor activity implementation, coordinate locally with authorities and partners, and ensure upward information flow to the central level.

The Programme Officer (Team Leader) / NO-B reports technically and strategically to the Chief of Emergency and Field Operations Section (P4 level), based at the central level, who oversees overall coordination of field operations across the five convergence zones. The Team Leader also directly supervises one Programme Officer (Team Leader) (NO-B), providing guidance and support to ensure programmatic coherence, quality, and alignment with UNICEF priorities and field realities.

This configuration aims to strengthen UNICEF's capacity to monitor upstream investment effectiveness, document field-level results, and adapt interventions to local contexts..

## Purpose

The Programme Officer (Team Leader) will report directly to the Chief Emergency & Field Operations.

The Programme Officer (Team Leader) will serve as UNICEF's focal point in the convergence zones, supporting the monitoring of integrated multisectoral interventions initiated centrally in collaboration with the government. These interventions aim to improve access to quality services in primary health, nutrition, education, water, sanitation and hygiene (WASH), and child protection, through a child rights-based approach.

The incumbent will coordinate with prefectural and local authorities, technical partners, communities, and UNICEF central teams to enhance the quality, accountability, and coverage of essential services for children and vulnerable groups.

## Résultats Clés

- **Upstream Investment Optimization:** Field observations inform strategic support performance analysis, enabling priority adjustments and maximizing impact.
- **Updated Contextual Analysis:** Child deprivations, humanitarian needs, and intervention opportunities are regularly identified and integrated into strategic planning.
- **Strategic Human Resource Management:** Teams are supervised and mobilized effectively, with attention to performance, well-being, and professional development in an inclusive, results-oriented work environment.
- **Strategic Information Management:** Efficient mechanisms for data collection, analysis, and sharing support coordination and evidence-based decision-making.
- **Optimized Resource Management:** Programmatic funds are rigorously monitored with implementing partners to ensure alignment with UNICEF priorities and community needs.
- **Enhanced Monitoring and Evaluation:** Reliable and timely performance reports support decision-making and continuous improvement.
- **Rights-Based Approach:** All projects integrate human rights and results-based principles, with a focus on the most vulnerable groups.
- **Local Capacity Strengthening:** National and community partners are trained, supported, and engaged to ensure sustainability and ownership.
- **Child Rights Advocacy:** Local policy analysis incorporates child rights perspectives, reinforcing UNICEF's position in strategic dialogues.
- **Sustainable Partnerships:** Close collaboration with local authorities, UN actors, civil society, community organizations, private sector, and decentralized technical services ensures a coordinated and coherent response to children's needs.

**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)*

**Responsabilités principales**

- Programme Implementation Support Assist in coordinating UNICEF-supported activities in target zones in collaboration with local authorities and implementing partners. Support planning and monitoring of interventions in maternal and child health, nutrition, education, WASH, SBC, and child protection. Contribute to the preparation of programme work plans and ensure timely implementation of assigned activities.
- Data Collection and Reporting Collect and compile quantitative and qualitative data on programme indicators to support monitoring and reporting. Assist in preparing field reports and updates to inform central-level decision-making and programme adjustments.
- Local Capacity Strengthening Support training sessions, joint supervision visits, and technical assistance for service providers and community structures. Contribute to documentation of good practices and lessons learned to enhance programme quality and sustainability.
- Coordination and Representation Participate in local coordination meetings with sectoral partners and authorities, representing UNICEF at the operational level. Maintain regular communication with regional directorates and technical partners to ensure alignment and collaboration.
- Programme Resources and Supplies Monitor the availability and distribution of essential supplies (e.g., nutrition kits, medicines, WASH materials) in coordination with logistics and programme teams. Assist in tracking resource utilization and reporting on supply-related issues.
- Barrier Identification and Recommendations Support the identification of service delivery challenges and propose practical solutions to improve programme coverage and effectiveness.
- Advocacy and Communication Support Contribute to the development of communication materials and advocacy messages to promote awareness of child rights and programme priorities.
- Assist in organizing community-level engagement activities and visibility efforts.

**V. Competencies and level of proficiency required** *(Please base on UNICEF Competency Profiles)*

- University degree in public health, nutrition, education, child protection, WASH, community development, or a related field.
- Minimum of 2 years of professional experience in implementing health, nutrition, WASH, or child protection programs, preferably in humanitarian contexts.
- Strong knowledge of the Central African Republic context, including humanitarian dynamics.
- Excellent communication, coordination, and teamwork skills.
- Fluency in French required; knowledge of Sango or English is an asset.