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

I. Post Information

Job Title: **Adolescent Development Officer**
Supervisor Title/ Level: **Chief of Section P4**
Organizational Unit: **Programme Section**
Post Location: **Country Office**

Job Level: **Level 2 (NOB)**
Job Profile No.:
CCOG Code: **1L04**
Functional Code: **AND**
Job Classification Level: **Level 2 (NOB)**

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 Adolescent Development Officer GJP is to be used in a Country Office (CO) where the adolescent development programme is a **major/key** component of the Country Programme (or UNDAF). The Officer reports to the Chief of Section or Specialist who is at **Level 5/4/3**.

Purpose for the job: The Adolescent Development Officer reports **to the Chief of Section** for supervision. The Officer provides professional technical, operational and administrative assistance throughout the programming process to support the integration of adolescent development and participation in programmes/projects within the Country Programme. The Officer is responsible for preparing, executing, managing and implementing a variety of technical and administrative programme tasks to support the development and formulation of the adolescent development and participation programmes/projects 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**

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1. **Support to programme development and planning**

- Contribute to updating the situation analysis by conducting assessments to establish evidence-based data for UNICEF advocacy and development of policies, frameworks and programmes to promote adolescent development and participation in the country and for monitoring results on related programmes/projects.

- Contribute to the development/establishment of adolescent development and participation programme goals, objectives, strategies and results-based planning through research, collection, analysis and reporting of related information/data for development planning and priority and goal setting.

- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, programme, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluating results.

- Prepare required programme documentations/materials/data to facilitate the programme review and approval process.

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2. **Programme management, monitoring and delivery of results**

- Work closely and collaboratively with colleagues and partners to discuss adolescent development and participation operational and implementation issues; provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess programmes/projects on adolescent development and participation and report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of adolescent development and participation programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular/mandated relevant programme/project reports for management, donors and partners to keep them informed of programme progress.

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3. **Technical and operational support to programme implementation**

- Conduct regular programme field visits and surveys and exchange information with

partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and 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 on adolescent development and participation related issues to support programme implementation, operations and delivery of results.

4. **Networking and partnership building**

- Build and sustain effective 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 adolescent development and participation programmes.

- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support resource mobilization to ensure the adolescent development and participation programmes are adequately resourced and supported.

- Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of adolescent development and participation programmes/projects and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.

- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

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

IV. Impact of Results

The support, research and technical analysis provided by the incumbent strengthens the advocacy, planning and formulation of adolescent development and participation programmes. The achievement of concrete and sustainable results from these programmes contribute to achievement of UNICEF goals in the country to promote the full and active participation of adolescents in determining their essential needs, promoting their rights to a safe environment and protecting their rights to survival, development and well-being in society. This in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality and inclusion in the country.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies:

- Analyzing (2)
- Applying technical expertise (2)
- Learning and researching (2)
- Planning and organizing (2)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: anthropology, psychology, sociology, education or another relevant technical field.
Experience:	A minimum of two years of professional experience in social development planning and management in adolescent development related areas is required. Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.

Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.