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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **GENERIC JOB PROFILE (GJP)** |

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| **I. Post Information** | |
| Job Title: **Programme Officer, CSD**  Supervisor Title/ Level: **Programme Manager CSD**  Organizational Unit: **CSD Programme**  Post Location: **The Gambia** | Job Level: **NoA**  Job Profile No:  CCOG Code:  Functional Code:  Job Classification Level: **Level 1** |

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| 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 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 Child Survival and Development (CSD) Programme Officer works within the CSD programme of the Country Programme Development (CPD). The CSD Programme Officer will report to the Programme Manager CSD.  The position of the CSD Officer is to assist in the delivery of Health, WASH and Nutrition outputs specifically focusing on behavior change and emergency response of the country programme.  Level 1 is an entry professional level and should therefore be normally used as a trainee level for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge of the profession for upward mobility to higher responsibilities. Incumbents at this level are not expected to remain for an extended period of time in the post.    **Purpose for the job**:  Under the direct guidance of the CSD Manager, Child Survival & Development Officer provides professional technical assistance and support for programme/project design, planning, implementation, monitoring, evaluation, and administration of programme/project activities, including data analysis, progress reporting, knowledge networking and capacity building, in support of achievement of the planned objectives of the work plan, aligned with country programme goals and strategy. Specifically, the CSD Officer will support the Health, WASH and Nutrition components of the CSD section, and support CSD Manger for integrated approach across thematic areas. |

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| III. Key functions, accountabilities and related duties/tasks: |
| **Summary of key functions/accountabilities:**  The incumbent will be accountable to provide professional technical, operational and administrative assistance throughout the programming process for the WASH, health and nutrition programs /projects within the Country Office. As a CSD Officer, incumbent will support to the counterpart and CSD Manger for integrated approach.  **1. Programme/Project Management**   * Ensure the availability of accurate, complete and up-to-date information required for effective Health/Immunization, Nutrition & WASH programme/project design, implementation, management, monitoring and evaluation, including cross sectoral elements such as gender disaggregation, disaster risk etc. * Draft sound Health & Nutrition/WASH programme activities and budgets for review by the supervisor. * Keep abreast of Health, Nutrition and WASH sector development trends, for maximum efficiency and effectiveness in programme design, management and implementation. * Enhance project efficiency and effectiveness through implementation complying with UNICEF core commitments, program outputs and results-based management of program resources. * Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress. * Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyze country level socio-political-economic trends and their implications for ongoing programmes and projects. * Support in preparation programme work plans and budgets (AMP, RWP and UNDAF) as required. Propose adjustments/changes in Health & Nutrition/WASH work plans. Propose program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor. * Support the section and government partners in identifying gaps and implementing strategies to promote the wellbeing of children in all regions with a focus on key office priorities such as birth registration, Immunization, IMAM and ending open defecation. * Work closely with other sections within the office on cross-sectoral areas of support and integration of CSD programmes * Coordinate with C4D section and assist Health, WASH and Nutrition in terms of planning and implementation of C4D related activities   **2. Programme Monitoring and Evaluations**   * With other external support agencies, support in strengthening national government Health, Nutrition and WASH sector monitoring systems * Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare reports on results for required action/interventions at the higher level of programme management. * Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programmes and management, identify and document lessons learned. * Provide technical assistance in the planning, implementation and coordination   of evidence generation studies for Health, Nutrition and WASH. * Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in consultation with the PME specialist and others to improve efficiency and quality of programme delivery. * Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual program status reports in a timely manner, as required. * Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programmes and management, identify and document lessons learned. * Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders.   **3.     Technical and operational support to programme implementation**     * Ensure compliance with office assurance framework and protocols with appropriate financial, administrative, partnership and supply/service related documentation; verify that Health & Nutrition/WASH project expenditures are within allotments and that data is consistent with the project information. Follow up on queries or initiate corrective action on discrepancies. * Provide technical and operational support to government counterparts, NGO partners, UN system partners, and other country office partners and donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on CSD related issues to support programme implementation, operations and delivery of results * Exchanges information and knowledge with other programmes for an integrated approach to contribute to achievement of overall country programme objectives. * Assists in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data, * Contributes to the development of SBCC 4+4 communication materials and strategies to support advocacy and community participation for Health, Nutrition and WASH;   **4.     Networking and partnership building**     * Build and sustain effective partnerships with government counter parts and key stakeholders at regional, district, community and household levels as well as with funding partners including the private sector in order to accelerate achievement of Health, Nutrition and WASH related CO outcomes and SDG goals. * Keeps close contacts with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Shares knowledge, information, experience and lessons learned. * Assist the section in the identification of partnerships, synergies as well as required supplies and services complying with UNICEF outputs, assuring accuracy and consistency with established rules, regulations and plans of action. * Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for CSD programmes. * Participate in appropriate inter-agency meetings and events on programming to collaborate with inter-agency partners/colleagues to integrate and harmonize UNICEF’s position and strategies with the UNDAF development and planning processes. * 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**     * Contribute to the systematic assessment of Health, Nutrition and WASH sector capacity need/gap analysis, in collaboration with government and other stakeholders, and support the design of initiative to strengthen capacities systematically. * Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of community structures, government partners and stakeholders to document best practices. * Create and deliver learning opportunities for UNICEF staff, and government partners to ensure programme sector capacity remains up-to-date with latest developments. * Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results. * Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.  1. **Emergency preparedness and response**  * Assist in the implementation of emergency preparedness plan relating to Health, Nutrition and WASH. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area. * Take up support roles in an emergency response and early recovery, as and when required |

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| IV. Impact of Results |
| The efficiency and efficacy of support provided by the CSD Programme Officer to the preparation, planning and implementation of Health, Nutrition and WASH programmes/projects will contribute to and accelerate the national development efforts to improve the child survival and development of children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue providing programme services to mothers and children that promote greater social equity in the country. |

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| V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) | |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability   **Core competencies**   * Builds and maintains partnerships (Level 1) * Demonstrates self-awareness and ethical awareness (Level 1) * Drive to achieve results for impact (Level 1) * Innovates and embraces change (Level 1) * Manages ambiguity and complexity (Level 1) * Thinks and acts strategically (Level 1) * Works collaboratively with others (Level 1) | **Functional Competencies**:   * Formulating strategies and concepts (I) * Analyzing (II) * Applying technical expertise ((II) * Learning and researching (II) * Planning and organizing (II) |

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| **VI. Recruitment Qualifications** | |
| Education: | A university degree in one of the following fields is required: Public Health, Nutrition, Health Sciences, Management, Child Development, Water and Sanitation, Engineering, Public Administration, Social Policy, Social Development, Community Development, or other relevant disciplines. |
| Experience: | A minimum of two years of professional work experience in programmes related to Health, Nutrition or WASH.  Field work experience. Background/familiarity with both development and Emergency contexts is an asset.  Experience in Health, WASH/Nutrition programme/project development with a UN Agency or International organization is an asset. |
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| Language Requirements: | Fluency in English is required. |

Prepared By: Shahid Mahbub Awan; CSD Manager;

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