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|  **JOB TITLE: Deputy Representative** **JOB LEVEL**: P-4 **REPORTS TO**: **Representative** **LOCATION**: Romania Country Office | JOB PROFLE NO.:\_\_ \_60000301\_\_CCOG CODE:\_\_\_\_ 1.A.11\_\_\_\_\_\_\_FUNCTIONAL CODE: \_\_MP\_\_\_\_\_JOB CLASSIFICATION \_P4\_\_\_\_\_  |
| **PURPOSE OF THE JOB** Under the general supervision of the Representative:* provides strategic direction and coordination of effective engagement in social policy dialogue with Government, parliament, civil society, private sector and other partners, advocating for increased public resources towards child related policies and programmes and improved child rights realisation in the country. Coordinates the office knowledge generation and dissemination strategy. Ensures that equity and a gender equality perspective is mainstreamed in all aspects of substantive work across the country programme.
* accountable for programme coordination and managerial guidance for all stages of programme formulation, planning, design and implementation of the country programme focused on achievement of UNICEF organisational priorities in a middle income country, consistent with the organization’s mission, goals, strategies, and priorities.
* provides guidance on knowledge management and guidance for the formulation, planning, design, and implementation of the integrated monitoring, evaluation and research plan of the country programme, in collaboration with the sectoral programme chiefs and the Monitoring and Evaluation Officer.
* facilitates policy dialogue with government and other partners on strategic priorities for social development and inclusion, advocates for adequate and effective social budgets that benefit children, and provides guidance in the formulation, design, and implementation, monitoring and evaluation of national programmes contributing to sustainable decentralization of social services and local capacity building, in collaboration with the sectoral programme chiefs.
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| **KEY END-RESULTS** 1. The CO effectively influences national policies and contributes to results for children through coordinated policy inputs and knowledge management, using upstream policy work as well as lessons learned from demonstration modelling, and shares good practices that match international standards within the country and beyond borders. 2. Situation Analysis is prepared/updated, critical bottlenecks and key entry points identified, adjustments proposed, programme work plans and recommendations prepared and incorporated, and the application of gender mainstreaming is integral to all work processes.1. Key issues related to the progressive realisation of children’s rights, both advances and remaining challenges, are identified and placed on the country’s agenda for national debate and further policy development.
2. Implementation of the Country Programme and its activities contribute to national reform priorities, both vertically at international, national, regional and local levels and horizontally across different sectors of country programme.
3. A rights-based and results-based management approach is fully incorporated into all phases of programming, and the value and quality of programme strategies and implementation effectiveness are enhanced. Rights perspective and evidence-based advocacy at the national, community and family levels are incorporated into policy analysis for enhancing UNICEF’s credibility in national and international policy debates and its independent voice for children.
4. Constructive dialogue through advocacy and networking is initiated at national, regional and local levels involving key stakeholders for improved exchange and coordination between sectors and strengthened social policy and strategy development, including budgeting for children.
5. Commitment and institutional capacities of national, regional and local partners strengthened through identification and provision of effective technical assistance and knowledge sharing.
6. Communication for social change, advocacy, communication and networking are used strategically and systematically to support changes in social norms, behaviours and practices affecting children and women.
7. Programme efficiency, implementation and effectiveness is improved through effective programme planning, monitoring and evaluation.
8. UNICEF-supported evaluations are strategically selected and effectively conducted in compliance with the established UN quality standards, the results are disseminated in a timely fashion to stakeholders, and Management response are prepared in order to improve UNICEF roles and national programmes performance and document policy models that match international standards and can be shared as “good practices”.
9. Adequate programme resources - both funds and human resources - are raised, and optimally managed using sound risk management approaches.
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| **KEY ACCOUNTABILITIES and DUTIES & TASKS** *Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results.* 1. **Rights-Based and Results-Based management approach**

Supports government authorities at all levels, parliament and civil society with expertise and partnerships and builds their capacity for developing policy, implementation and monitoring systems for child rights that are sustainable.Adopts a rights-based programmes approach in the formulation of programme goals and objectives, and in the development of strategies and implementation frameworks. Ensures the programming planning and design processes are built on a foundation of human rights, and bring coherence, synergy and added value to the national priorities; uses a results-based management approach to programme planning and design that contains a focus on equity and gender equality as well as strategies for systematically mainstreaming gender. Prepares and submits viable recommendations for the implementation of demonstration project/models , alternative approaches, and optimal utilization of resources that contribute effectively to the realisation of the rights of children and women, and recommendations on programme new initiatives and management issues to ensure achievement of stated objectives. 1. **Knowledge management and policy coordination**

Ensures that UNICEF provides relevant support to national partners so that useful valid, disaggregated and reliable information on the situation of children’s and women’s rights and reduction of equity gaps are available and used to inform national policies and programmes. Leads UNICEF's efforts in periodic and on-going situation analyses, identifying knowledge gaps and establishing partnerships to generate cutting edge equity-focused evidence data and analysis and links them to UNICEF's advocacy, partnership and expertise. Evaluates and documents policy models that are in line with international standards and can be shared beyond borders.Ensures that the country programme supports national reforms for children with sound knowledge management approaches, sharing and exchange of good practices.Participates in the Programme Knowledge Network system of "lessons learned" and other agency-wide information exchanges. Ensures that a strategic plan of monitoring, evaluation and research, including performance monitoring of UNICEF supported national programmes, is developed jointly by the Country Office and national partners, and collaboration with the Regional Office.Ensures with national partners that UNICEF-supported evaluations are strategically selected (in consultation with the Representative) and conducted in accordance with UN quality norms and standards. Joint evaluations or country-led evaluations of national sector reform programmes as well as impact evaluations of pilots should be prioritized whenever possible. Ensures that evaluations conclusions and recommendations are discussed with all stakeholders, management response prepared and follow-up actions implemented. Ensures that evaluation results are systematically used to inform national programmes and relevant UNICEF support. 1. **Policy and programmes development and dialogue**

Coordinates engagement of other senior programme staff with government and civil society counterparts, providing strategic leadership on policy direction, streamlining and coordination of major strategies and polices in line with UNICEF policies and MTSP priorities. Engages in and establishes constructive dialogue and partnerships between international and local stakeholders to support the development of policies and programmes contributing to the progressive realization of children's rights. Supports various partners by bringing top-level expertise, and advocates for reforms in the social sector, ensuring integrated cross-sectoral strategies and approaches. Coordinates support to child rights-based reviews, normative frameworks and budgets. Collaborates with the central and local authorities, and supports efforts of programme staff, to strengthen public, private sectors and civil society’s efforts in supporting community-based capacities on planning, implementation, coordination, monitoring of social policies and programmes. Supports the strengthening of coordination between sectors and among different levels of government structures for policy implementation. 1. **Programme development and management**

Provides overall guidance and direction for programme planning, implementation through on-going consultations and inter-sectoral coordination of activities. Formulates programme goals and objectives and develops strategies and implementation frameworks, including sound monitoring indicators. Coordinates preparation of the Country Programme Documents, and related documentation. Coordinates major programme evaluation exercises, annual/sector review meetings with government counterparts, prepares RWPs and annual programme status reports. Follows up, coordinating the implementation of the programme recommendation to ensure goals/objectives are met.Identifies critical cross-sectorial and sectorial interventions by administering a consistent and transparent management and monitoring system; analyses country level socio-political-economic trends and their implications for on-going programme and interventions.Monitors compliance and provides training, support and guidance to the programme team in order to meet objectives. Prepares programme recommendations for inclusion in formal programme documentation, Prepares relevant programme reports required for management. Plans and monitors the overall allocation and disbursement of programme funds, making sure that funds are properly used. Takes appropriate actions to optimize use of programme funds. Ensures programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation. Ensures that the application of gender mainstreaming is integral to all work processes.Organises annual programme review and planning meetings with government counterparts. Ensures the timely preparation of annual programme reports. 1. **Partnership, coordination and collaboration**

Promotes the inclusion of children’s issues and the requirements of relevant duty-bearers to meet their obligations in the realisation of children’s rights in budgetary decisions, in poverty reduction strategies, in inter-sectorial approaches and programmes. Collaborates with the communication team in developing strategies for communication for social change and social mobilization. Promotes partnership and collaboration with internal and external counterparts, including the UN and national partners, in order to improve their ability to collect and disseminate child-related data and knowledge on good practices and lessons learned and exchanges information on programme implementation, with focus on excluded and marginalised children. Develops and maintains strategic and coordinated partnerships and collaboration with various stakeholders, including national and local governments, civil society, the corporate sector, the media and international partners to support the development and implementation of the country programme and on-going reforms for social inclusion in the country.Ensures guidance and coordination in provision of expertise, negotiation, advocacy and promotion of country and regional level goals. Strengthens the role of UNICEF as the key convenor on child rights.Maintains close collaboration with Regional Advisers and other appropriate UNICEF staff for effective overall guidance and coordination of programmes.Liaise with other country offices to identify opportunities for mutual learning, exchange and cooperation for children.1. **Optimum use of programme resources**

Oversees programme work plans and monitors progress and compliance. Approves and monitors the overall allocation and disbursement of programme resources, making sure that funds are available by appropriate and effective fundraising, properly coordinated, monitored and liquidated, and staff resources are optimally used and managed. Takes appropriate actions to optimize use of programme funds. Ensures programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation. Assesses country programme effectiveness in achieving thematic/cross-cutting and sectoral goals. Supervises staff responsible for tracking programme financial inputs and outputs. Provides guidance to the programme staff and sets priorities as needed. Ensures the accurate and timely input of programme information in VISION and issuance of status reports for monitoring and evaluation purposes.1. **Acts on behalf of the Representative of the Country Office during his/her absence**

Represents UNICEF in meetings with high-level and senior government officials as well as multi-lateral, bi-lateral agencies and NGOs to conduct programme advocacy and negotiations, identify strategic alliances and influence policy development to facilitate achievement of programme goals and objectives. Participates in international/national meetings and workshops.  |
| **POSITION GRADE FACTORS [[1]](#footnote-1)****P4** * As the Deputy, holds direct accountability to the Head of Office for overall coordination, planning, development and management of a country programme which is based on policy advice, advocacy and modelling best practices for results for children. Exercises a key leadership for programme formulation, design, planning and management focused on achievement of UNICEF's organizational priorities.
* Exercises leadership and makes key recommendations in decision on funding of programmes, quality and acceptability of documentation for submission to government, HQ, RO, Executive Board and donors, and deployment or redeployment of staff within the office.
* Consolidates and prepares viable recommendations on: major programme directions, introduction of new initiatives in the country, development of new government policies and/or implementation procedures. Makes critical contributions to recommendations impacting on country, area and regional programme goal achievement and the effective management of financial and human resources.
* Accountable for making effective strategic and administrative decisions on policy analysis, programme strategy, planning, implementation and evaluation as well as use of funds utilization.
* Promotes innovative approach and submits sound recommendations on application of programme policy and strategy based on situations in the locality.
* Promotes the organization goals of UNICEF through advocacy and programmatic policy dialogue at local, national, regional and international fora.
* Establishes programme work plan, monitors compliance and feeds-forward by providing training, support and guidance to programme team.
* Approves the allocation and disbursement of funds ensuring they are properly coordinated monitored and liquidated in accordance with the programme budget allotments.
* Provides either direct or overall supervision to all programme staff.

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| **QUALIFICATION and COMPETENCIES (**[ ] indicates the level of proficiency required for the job.)1. **Education**

Advanced university degree in Social Sciences, International Relations, Government, Public Administration, Social Development, Development Planning, or other relevant disciplines. 1. **Work Experience**

At least eight years responsible relevant experience in human-rights based area of public sector social policy and development and programme management, including UN system field experience in strategic programme management in an international development context. Experience in programme development, monitoring and implementation preferably in a middle income country with significant ethnic or geographic disparities -as well as, as is experience in development of upstream programme strategies that lead to documented progressive realization of the rights of children in the short and medium term. 1. **Language Proficiency**

Fluency in English and another UN language   **4. Competency Profile** (For details on competencies please refer to the *UNICEF Professional Competency Profiles*.) i) Core Values (Required)• Commitment • Diversity and Inclusion • Integrity 1. Core Competencies (Required)

 • Communication [II]  • Working with People [II]  • Drive for Results [II] 1. Functional Competencies (Required)

 • Leading and Supervising [II]  • Formulating Strategies and Concepts [II] • Analyzing [II]  • Relating and Networking [II] • Deciding and Initiating Action [II] • Persuading and Influencing [II**]**  iv) Technical Knowledge  **a) Specific Technical Knowledge Required** ***(Technical knowledge requirements specific to the job can be added here as required.)*** * + Rights-based and results-based approaches to programming
	+ UNICEF programming.
	+ Integration and synthesis of various cross-cutting programme strategies.
	+ Experience of developing programme policy, procedures and guidelines on an international level
	+ Knowledge of advanced concepts of business/public administration.
	+ Building strategic alliances and partnerships/resource mobilization.

 **b) Common Technical Knowledge Required (the job group)** • In-depth understanding of programme management methodologies* Building strategic alliances and partnerships/resource mobilization, including leveraging the larger resources of national governments and other development partners, and issues related to communication for social change.

• UNICEF programmatic goals, visions, positions, policies and strategies and UNICEF MTSP.• Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches to these issues.• UNICEF policies and strategy to address at national and international level, particularly relating to conflicts, natural disasters, and recovery. **•** UNICEF emergency programme policies, strategies and goals, relating to conflict, natural disasters and recovery.**•** UNICEF policies and strategies promoting and supporting equality and diversity.* Broad understanding of issues related to survey methodology, data collection and monitoring and evaluation.
* Ability to interpret and analyze and to communicate the significance of data relevant to equity gaps and social exclusion and to the country programme.

**c) Technical Knowledge to be Acquired/Enhanced (for the Job)** **•** UN policies and strategy to address international humanitarian issues and the responses.**•** UN common approaches to programmatic issues and UNICEF standpoints.• UN security operations and guidelines. • UN system developments in terms of UN coordination, especially of follow up to the QCPR.  |

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| **Signatures- Job Description Certification** |
| Name: Pieter Bult, Representative Signature Date |
| Title: (Supervisor)Name: Pieter Bult, Representative Signature Date |
| Title: Head of Office |

1. Position grade differences reflect various differences, among others, in the nature of work, individual contribution, scope of professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles. [↑](#footnote-ref-1)