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

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| **I. Post Information** | |
| Job Title:  **Community Development Officer**  Supervisor Title/ Level: **Programme Officer-Health**  Organizational Unit: **Child Survival and development**  Post Location: **Solomon Islands** | Job Level: **Level 2**  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: (For non GJP) |

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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 Community Development Officer will work under the supervision of the Programme Officer Immunization based in Honiara with technical support from the Maternal and Child Health Specialist in Suva/Chief of Child Survival and Development based in Suva.  **Purpose for the job:** The Community Development Officer will provide professional technical, operational and administrative assistance for the Child Survival and Development Program within the UNICEF Pacific Multi-country Program from development planning to delivery of results, preparing, executing, managing and implementing supporting the development and implementation of a community health strategy with an integrated focus towards early childhood development (ECD). |

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| III. Key function, accountabilities and related duties/tasks |
| **Summary of key functions/accountabilities:**   1. **Support to program development and planning** 2. **Program management, monitoring and delivery of results** 3. **Technical and operational support to program implementation** 4. **Networking and partnership building** 5. **Innovation, knowledge management and capacity building** |
| 1. **Support to program development and planning**  * Support the conduct/update of situation analysis on community health development structures in the Solomon Islands * Desk review of global experiences and best practices on community health programmes in developing countries including pacific island countries which will help higher management to enhance program management, efficiency and delivery of results. * Contribute to the development of community health strategy the Solomon Islands based on the local context (political, legal, institutional, socio-economical, cultural and technological), global experiences and best practices with focus on the marginalized and most vulnerable in the community * Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical program transactions, preparing materials/documentations and complying with organizational processes and management systems, to support program planning, results based planning (RBM) and monitoring and evaluating results. * Prepare required documentations/materials to facilitate the program review and approval process. |
| 1. **Program management, monitoring and delivery of results**  * Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned. * Participate in monitoring and evaluation exercises, program reviews and annual sectoral reviews with government and other counterparts to assess programs and to report on required action/interventions at the higher level of program management. * Monitor and report on the use of sectoral program 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 issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution. * Prepare regular/mandated sectoral program/project reports for management, donors and partners to keep them informed of program progress. |
| 1. **Technical and operational support to program implementation**  * Facilitate the identification and setting up of community health workers working closely with identified communities and relevant stakeholders * Conduct regular program field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or 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 health and related issues to support program implementation, operations and delivery of results. |
| 1. **Networking and partnership building**  * Build and sustain effective close working partnerships with health sector government counterparts and national stakeholders through active sharing of information and knowledge to enhance program implementation and build capacity of stakeholders to deliver concrete and sustainable results. * Draft communication and information materials for CO program advocacy to promote awareness, establish partnership/alliances and support fund raising for health programs. * Participate in appropriate inter-agency (UNCT) on health programs to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of health programs/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. |
| 1. **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 program results. * Assist with oversight of research and ensure results are available for use in knowledge products * Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders. |

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| IV. Impact of Results |
| The efficiency and efficacy of support provided by the Officer to program preparation, planning and implementation of health programs/projects facilitates the delivery of concrete and sustainable results for the Health Program that directly impacts the improvement of the health of the most marginalized and vulnerable women and children in the country, and this in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to continue to provide program services to protect the rights of children, promote greater social equality to enable children to survive, develop and reach their full potential in society. |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles) | |
| **Core Values**   * Commitment * Diversity and inclusion * Integrity   **Core competencies**   * Communication (II) * Working with people (I) * Drive for results (I) | **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 public health with a concentration on community development and organization. is required. |
| Experience: | A minimum of 2 years of professional experience in community development facilitating community organisation. Experience in community health development program/project development in UN system agency or organization is an asset. |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language or a local language is an asset |

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| **VII. Signatures- Job Description Certification** |
| Name: Signature Date |
| Title: (Supervisor)  Name : Signature Date |
| Title: Representative |