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| **JOB TITLE**: **Programme Officer**  **JOB LEVEL**: **NOA**  **REPORTS TO**: **Chief of PIC**  **LOCATION**: **Country Office** | JOB PROFLE NO.:60000004\_\_\_\_  CCOG CODE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FUNCTIONAL CODE: PM/P-1\_\_\_  JOB CLASSIFICATION: \_\_\_\_\_\_\_\_ |
| **PURPOSE OF THE JOB**  Under the close supervision of supervisor, manage and/or contribute to the total programme commitment of a small/medium size country office, and provide coordination in programme/project formulation, design, planning and management with strategic focus on achievement of UNICEF's Organizational priorities.  Or, Under the supervision of the Programme Officer or Sr. Programme Officer, provide professional technical assistance and support for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of achievement of programme goals and objectives. | |
| **KEY END-RESULTS EXPECTED**  **1. Technical contribution to and participation in effective knowledge management made to strengthen country programme management and activities, including data collection, analysis, and information sharing/exchanges.**  **2. Effective monitoring system administered and analysis of country level socio-political-economic trends and their implications provided for the identification of critical programme intervention point and measures; Changes in programme work plans and recommendations drafted or prepared as required.**  **3. Programme funds effectively monitored for optimum use.**  **4. Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status report timely prepared.**  **5. Technical support and assistance provided to elevate the quality of rights-based projects /programmes, and add coherence, synergy and value to project management process by using results-based management.**  **6. Contribution and support provided to build and reinforce commitment and institutional capacities of the national and local partners.**  **7. Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF’s credibility in policy debates.**  **8. Technical support and assistance provided to enhance effective communication and networking through partnership and collaboration.** | |
| **KEY ACCOUNTABILITIES and DUTIES & TASKS**  *Within the delegated authority and the given organizational set-up, the incumbent may be responsible for all or most of the following areas of major duties and key end results.*  **1. Knowledge Management for Programmes**  Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.  Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance.  **2. Programme Development and Management**  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; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor.  **3. Optimum Use Of Program Funds**  Monitors programme implementation progress and compliance. Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds.  **4. Programme Monitoring and Evaluations**  Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.  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 Representative, the Operations Officer, the Evaluation Officer 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.  **5.**  **Rights-Based and Results-Based Programme Management Approach**  Support rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Collaborate with partners and assist in the strengthening of quality of child rights-based programmes consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.  Provide professional technical assistance in preparing viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme, new initiatives and management issues to ensure achievement of stated objectives.  **6. National and Local Capacity Building/Sustainability**  Provide government authorities with technical assistance and supports in planning and organizing training programmes for the purpose of capacity building and programme sustainability.  Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous supports, coordination and collaboration for sustainability.  **7. Rights Perspective and Advocacy at the National, Community and Family Levels**  Analyze programme related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates. Promote the organization goals of UNICEF through active advocacy and.communication.  **8. Partnership, Coordination and Collaboration.**  Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Establish and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.  Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).  Maintain close collaboration with Regional Advisers and HQ Officers for overall coordination.  Provide professional support in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme. | |
| **JOB GRADE FACTORS**  **P1** Grade   * The nature of decision-making is primarily choosing methods of work and prioritizing project activities in accordance with the established workplan. Regularly make recommendations to the supervisor on appropriate courses of action regarding project adjustments * The impact of the actions affects the quality of services, efficiency of processing and delivery in support of small-medium size country programme. * Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level. * Conduct research, data collection & analysis requiring analytical / conceptual thinking and organization skills at a professional level. * The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting. * Provide briefing, training, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork. * The decisions and recommendations are primarily based on interpretation of rules, procedures and methods. * Draft correspondence, reports for signature of supervisor, requiring professional writing and reporting skills. | |
| **QUALIFICATION and COMPETENCIES** ([ ] indicates the level of proficiency required for the job*.* )   1. **Education**   University degree in Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines, with specialized training in conflict resolution.   1. **Work Experience**   Two years of relevant professional work experience.  Developing country work experience (for IP) or field work experience (for NO) Background/familiarity with Emergency.   1. **Language Proficiency**   Fluency in English and another UN language (IP), or local working language of the duty station (NO).   1. **Competency Profile** ( For details on competencies please refer to the “*UNICEF Professional Competency*.”)   **i) Core Values (Required)**   * **Commitment • Diversity and Inclusion • Integrity**   **iii) Core Competencies (Required)**  **• Communication [ II ] • Working with People [ II ] • Drive for Results [ II ]**   1. **Functional Competencies (Required)**   **• Formulating Strategies and Concepts [ I ] • Analyzing [ I ]**  **• Applying Technical Expertise [ I ] • Learning and Researching [ II ]**  **• Planning and Organizing [ II ]**    **iii) 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 approach and programming in UNICEF.  • UNICEF programme policy, procedures and guidelines in the Manual.  • Mid-Term Strategic Plan (MTSP)  **b) Common Technical Knowledge Required** (the job group)  • Methodology of programme/project management  • UNICEF programmatic goals, visions, positions, policies and strategies.  • Knowledge of global human rights issues, specifically relating to children and women, and the current UNCEF position and approaches.  • UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.  **•** UNICEF emergency programme policies, goals, strategies and approaches.  • Gender equality and diversity awareness  **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 positions  • UN security operations and guidelines.  **•** UNSECORD training for members of Security Management Team. | |