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

I. Post Information

Job Title: **Education Manager** Supervisor Title/ Level: **Chief, Education** Organizational Unit: **Programme** Post Location: **Zimbabwe Country Office**	Job Level: **Level 4** Job Profile No.: CCOG Code: Functional Code: Job Classification Level: (For non GJP)

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 Education Manager GJP is to be used in a large Country Office (CO) where the Representative is at the D2/D1 level and the Education Program is a **full/comprehensive** component of the Country Program (or UNDAF). The Specialist reports to the **Chief, Education Section who is at Level 5.**

Purpose for the job: Under the overall guidance and direction of the **Chief, Education Section** the Education Manager supports the Chief in managing the section, contributing to knowledge development/innovation and developing and preparing education programs/projects. The Specialist provides authoritative technical guidance/operational support throughout all stages of programming to facilitate the management and delivery of results on strengthening national education systems to improve learning outcomes and to promote universal access to and equitable and inclusive primary/early childhood education, especially for children who are marginalized, disadvantaged and excluded in society.

The Education Manager contributes to achievement of concrete and sustainable programs/projects results according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Management and advisory support to the Chief**
2. **Program development and planning**
3. **Program management, monitoring and quality control of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Innovation, knowledge management and capacity building**

1. Management and advisory support to the Chief

- Provide advice to the Chief in establishing the annual work plan including developing strategies and determining priorities/targets and performance measurements. Coordinate work progress monitoring and ensure results are achieved according to schedule and performance standards and report to Chief critical issues for timely action.
- Provide technical assistance/advice to colleagues in the Section on all aspects of programming and implementation to enable colleagues to achieve program/performance objectives
- Perform the full duties of the Chief in his/her absence.

2. Program development and planning

- Plan and/or provide technical assistance and operational support to the preparation/design and conduct/update of situation analysis to ensure that current comprehensive and evidence based data on education issues are available to guide UNICEF's strategic policy advocacy, intervention and development efforts on education and to set program priorities, strategies, design and implementation plans.

- Keep abreast of national/regional/international development priorities on education to enhance program management and delivery.

- Participate in strategic program discussion on the planning of education programs/projects. Formulate, design and prepare programs/projects proposal for the sector, ensuring alignment with the overall UNICEF's Strategic Plans and Country Program and coherence/integration with UN Development Assistance Framework (UNDF), regional strategies and national priorities, plans and competencies.

- Establish specific goals, objectives and strategies and implementation plans for the sector/s using on results-based planning terminology and methodology (RBM). Prepare required documentations for program review and approval.

- Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results.

- Provide authoritative technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programs/projects with other UNICEF sectors and achievement of results as planned and allocated.

3. Program management, monitoring and quality control of results

- Plan and/or collaborate with monitoring and evaluation initiatives to establish benchmarks, performance indicators and other UNICEF/UN system indicators, to assess/strengthen performance accountability, coherence and delivery of concrete and

sustainable results in education programs.

- Participate in major monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess progress and to engage stakeholders to take required action/interventions to achieve results.
- Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in program and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Monitor programs/projects to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Plan, monitor and control the use of program resources (financial, human, administrative and other assets) certifying/verifying compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity. Ensure timely reporting and liquidation of resources.
- Submit/prepare program/project reports to donors and other partners to keep them informed on program progress and critical issues.

4. **Advisory services and technical support**

- Provide technical advice to key government officials, NGO, UN system and other country office partners on policies, strategies, best practices and approaches on education and other related issues to support program development planning, implementation and delivery of results.
- Coordinate/ensure the availability of technical experts (with Regional Office/HQ) to ensure timely support throughout all stages of programming/project processes.
- Participate in strategic discussions to influence policy and agenda setting for combating poverty and all forms of discrimination against women/children by advising on and advocating strategies and approaches to promote universal access to and equitable and inclusive education for children in the country.
- Prepare policy papers, briefs and other strategic program materials for management use, information and consideration.
- Participate in country discussions on education emergency preparedness, programming and contingency planning to ensure proactive and appropriate response are in place to meet onset of emergencies nationally or other designated locations.

5. **Advocacy, networking and partnership building**

- Build and strengthen strategic partnerships through networking and advocacy with local/national governments, UN system agency partners, donors, internationally recognized institutions, NGOs, funding organization, research institutes and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on education.

- Prepare communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances for sustainable results and support fund raising for UNICEF and Country Office education programmes and emergency interventions.

- Participate and/or represent UNICEF in inter-agency (UNCT) discussions and planning on education and related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues UNDAF planning and preparation of programs/projects including emergency preparedness.

6. **Innovation, knowledge management and capacity building**

- Promote critical thinking and innovative approaches and good practices for sustainable

education programs/projects initiatives through advocacy and technical advisory services.

- Keep abreast, research, benchmark, introduce and implement best and cutting edge practices on education management and information systems. Institutionalize and disseminate best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programs and projects.
- Organize/plan/implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on education and related programs/projects.

IV. Impact of Results

The strategic and effective advocacy, planning and formulation of education programs/projects and the achievement of sustainable results, contribute to achievement of goals and objectives to improve learning outcomes and equitable, inclusive and universal access to education in the country. Achievements in education programs and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide program services for mothers and children that promotes greater social equality in the country.

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

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (II)
- Working with people (II)
- Drive for results (II)

Functional Competencies:

- Leading and supervising (I)
- Formulating strategies/concepts (II)
- Analyzing (III)
- Relating and networking (II)
- Deciding and initiating action (II)
- Applying Technical Expertise (III)

VI. Technical Competencies

Technical competencies must be demonstrated in the following areas:

- Good understanding of the overall global development context, including issues such as: poverty, conflict, and the impact of these factors on education and vice-versa; and inter-sectoral approaches to address such issues in collaboration with other sectors (including Social Policy, Child Protection, Nutrition, WASH, Health and Communications within UNICEF).

- Good knowledge of global developments in education and international engagement strategies, including the application of the equity lens and human rights perspectives to programming.

- Good ability to support policy dialogue: translation of analytical findings and evidence into development programmes and policy discussions around equity and learning with partners,

including government, development partners, CSOs and academia in relevant areas.

- Good education sector planning knowledge/ability, including the range of modalities for delivering education, linkages between different sub-sectors (e.g. ECD, Primary, Secondary, Tertiary, Inclusive Education), cost-effectiveness and efficiency issues, key institutional structures, components and processes, as well as governance issues.

- Good education and policy sector analysis capacity, including understanding of the core education data sets, indicators, tools for analysis of equity, determinants of student access and learning, budget, cost and financing, education system management, political economy and application to education policy and strategic planning.

- Good ability to support engagement with partners (e.g. Sector Wide Approaches, Global Partnership for Education, Education in Emergency Clusters, Education Provider Forums, Delivering as One, Inter-sectoral partnerships such as in ECD), as well as networking with other key partners.

- Good understanding of gender and inequity issues in relation to education and development and the application of gender / equity analysis to policy and planning in education.

- Good understanding of policies and strategies to address issues related to resilience: risk analysis and risk management, education in conflict situations, natural disasters, and recovery for CO and RO based post and where relevant,

VII. Recruitment Qualifications

Education:	An Advanced University Degree in education, economics, psychology, sociology or other social science field is required.
Experience:	Minimum of 8 years of progressively responsible relevant work experience in programme planning, management, and/or research in education at the international level, some of which preferably in a developing country is required. Experience working in the UN system agency or UN organisation is an asset. Familiarity with emergency response is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset

VIII. Signatures- Job Description Certification

Name:	Signature	Date
Title: Chief Education		

Name:	Signature	Date
Title: Representative		