UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

JOB TITLE: **Programme Specialist (Head of Northern Rakhine Sub-Office) (Post# 103303)** **JOB LEVEL**: **P3** **REPORTS TO**: **Chief Field Office (Chief of Rakhine Field Office) Sittwe (P4), (Post#83807)** **LOCATION**: **UNICEF Country Office**	CCOG: 1A02 FUNCTIONAL CODE:PMA JOB CLASSIFICATION: P3/NOC

PURPOSE OF THE JOB

Under the guidance of the supervisor, accountable for programme, planning, design, implementation and administration of specific projects within a major programme, in accordance with the Country Programme Recommendation and Country Programme Management Plan, focussed on achievement of UNICEF's Priorities.

KEY END-RESULTS

1. **Effective knowledge management and systems developed and utilized to strengthen area/country programme management.**

2. **Situation Analysis prepared/updated, critical programme intervention points/measures identified, and programme work plans/recommendations/reports prepared.**

3. **Programme funds optimally used.**

4. **Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status report timely prepared. Gender/sex disaggregated data and inputs relevant to country programme provided as integral part of programming.**

5. **Rights based and results based programming approach fully incorporated into all phases of programme and projects processes.**

6. **Commitment and institutional capacities of the national and local partners effectively gained and established.**

7. **Rights perspective and advocacy at the national, community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates.**

8. **Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking.**

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. **Knowledge Management for Programmes**

Ensure that area/country programmes are strengthened by knowledge management through 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 through donor and media visits as well as in the development of training and orientation materials.

2. **Programme Development and Management**

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Contribute to the preparation of the Situation Analysis for programme development. Administer a consistent and transparent monitoring system, providing accurate analysis of country level socio-political-economic trends and their implications for ongoing programmes and projects. Support preparation of programme work plans as required. Responsible for preparation of program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices.

3. <u>Optimum Use of Programme Funds</u>

Assist in establishing programme work plans and monitors progress and compliance.   Help to manage allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored and liquidated. Takes appropriate actions to optimize use of programme funds. Ensure programme efficiency and delivery through transparent approach to programme planning, monitoring and evaluation.

4. <u>Programme Monitoring and Evaluations</u>

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

Carry out a rigorous and transparent approach to evaluation and participate 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.

Ensure the timely preparation of annual programme status reports.

5. <u>Rights-Based and Results-Based Programme Management Approach</u>

Assure the quality of child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme design.

Ensure 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 new programme initiatives and management issues to ensure achievement of stated objectives.

6. <u>National and Local Capacity Building/Sustainability</u>

Provide government authorities with technical supports and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability.

Ensure the building or reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

7. <u>Rights Perspective and Advocacy at the National, Community and Family Levels</u>

Conducts policy analysis from a children's and women's rights perspective and advocacy at the community and family levels for credibility in national and international policy debates. Promote the organization goals of UNICEF through advocacy and policy dialogue.

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8. Partnership, Coordination and Collaboration

Develop partnerships 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.

Maintain collaboration with Regional Advisers and HQ Officers for effective overall coordination on programmes.

Plans, develops and implements sectoral programme(s) by collaborating with the government and other partners. Provide leadership 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 and country level cooperation.

POSITION GRADE FACTORS [1]

P3/NOC
- As a line manager, effective and efficient programme planning, design, implementation and administration of either a small programme or specific project activities within a major programme that focus on achievement of UNICEF's programmatic priorities.
- As a technical expert, provide timely and effective expert advice, guidance and input on situation analysis, programme strategy, planning, implementation and evaluation and human resources.
- Make 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.
- Responsible for certification of allocation and disbursement of funds; determine supply and cash needs to ensure programme delivery meets targeted goals and objectives.

Recruitment Qualifications

1. Education

An advanced university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

2. Experience

Five years of relevant professional work experience is required.

Experience working in a developing country is considered as an asset.

Background/familiarity with emergency is considered as an asset.

3. Language Requirements

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[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.

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Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

4. Competencies and level of proficiency required

i) Core Values
- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies
- Communication [II]
- Working with People [II]
- Drive for Result [II]

ii) Functional Competencies (Required)
- Leading and Supervising [II]
- Formulating Strategies and Concepts [II]
- Analyzing [II]
- Relating and Networking [II]
- Persuading and Influencing [II]
- Creating and Innovating [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.

  b) Common Technical Knowledge Required (for 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.