

I. Post Information	
<b>Job Title:</b> Chief Field office (CFO) Supervisor Title/ Level: Chief of Field Operations Organizational Unit: Field Operations Post Location: Aden FO, Yemen Country Office (YCO)	Job Level: P5 Job Profile No.: 72502 CCOG Code: Functional Code: Job Classification Level:

**Organizational Context:**

With the humanitarian crisis well into its ninth year, Yemen's human development indicators have regressed by almost four decades in a matter of a few years. The urgency of the situation is underscored by the fact that, prior to the escalation of armed conflict in 2015, the Republic of Yemen was already off track to achieve Agenda 2030's Sustainable Development Goals (SDGs). The armed conflict has not just interrupted the country's development trajectory; it has reversed the limited gains made, and Yemen is now ranked 163<sup>rd</sup> of 167 countries in relation to progress toward achieving all 17 SDGs.

The country remains one of the world's worst humanitarian crises, with an estimated 18.2 million people (47 percent of the population), including 9.8 million children, in need of humanitarian assistance. The crisis has affected both the delivery of and access to essential services. Over four million people, including two million children, are internally displaced. Many are in a protracted and multiple displacement situation, straining their resources and exacerbating vulnerabilities. The influx of large numbers of internally displaced persons (IDPs) puts an additional burden on resources in hosting communities – many of which are conflict-affected with significant humanitarian needs. The COVID-19 outbreak, flooding, locust infestation, overlapping infectious disease outbreaks such as cholera and dengue, and climate-related hazards have further compounded the already dire humanitarian situation in Yemen.

Yemen is currently in a state of dire need, requiring a sustained commitment to maintain its systems and build resilience for the post-conflict period. This is not a one-time effort but a continuous process that demands our unwavering dedication. UNICEF is responding to both the immediate humanitarian needs and the long-term system preservation requirements with a scaled-up response. Currently, UNICEF has a country office in Sanaa

and five field offices, including the Aden office in the South. Since the onset of the recent crises, the Aden office has not only operated within its area of responsibilities (AOR) but has also provided support at the upstream level with the internationally recognized government authorities. The shift in control of areas by conflicting parties and the relative calm on the frontlines have increased access to many new locations from the Aden office, including some accessible districts on the West Coast and Taiz. Furthermore, the Aden field office has expanded its operations by establishing and managing two sub-offices in Mukalla and Marib to extend UNICEF's reach across Yemen.

**Purpose of the Position:** Under the supervision of the Chief of Field Operations and within the overall framework of the UN, being the Chief of Field Office, you will develop, plan, and manage the implementation of the UNICEF Country Programme in Aden through the pursuit of organizational goals and priorities as they apply to the country's program thrust, needs, and priorities. Responsible for managing human resources (80 staff) and financial resources in the Aden Office cost center annual budget allocation (USD 70 million) to support the country programme. In addition to the expanding AoR of the Aden Field Office due to the shifting of the conflict lines, the responsibilities of the CFO include the engagement with Yemen's Internationally Recognized Government, which continues to use Aden as the interim capital. Therefore, being the Aden CFO, you must develop and maintain relations and negotiate with high-level official counterparts (Prime Minister, Ministers, MOFA, etc.) on behalf of the Yemen Country Office Representative. This is quite an unusual requirement for a CFO, requiring a staff with the skill set to manage a large team and provide a strong representation.

### **Purpose of the Job**

As the Aden Chief of Field Office (CFO), under the supervision of the Chief of Field Operations (based in Sanaa) and within the overall framework of the United Nations, you will develop, plan, manage, and monitor the implementation of the UNICEF Regular and Emergency Programmes within the Aden AoR to improve the situation of women and children through the pursuit of organizational goals and priorities as they apply to the country's programme thrust, needs, and priorities.

Within the Yemen Country Office's decentralized and accountability framework, you are responsible for managing human and financial resources in the Aden office in support of the regular and emergency programs. You will represent UNICEF in their Area of Responsibility (AoR) in Aden and engagements with the IRG, leads and oversees the various programme sectors and operational service teams, and ensures the delivery of

quality results in accordance with UNICEF's programme of cooperation, country programme management plan, and overall vision set forward by the Representative.

**Key functions, Accountabilities, and related duties/tasks:**

Within the delegated authority and the given organizational set-up, you may be responsible for all or most of the following areas of major duties and key results.

**1- Effective management of UNICEF presence, staff, and assets**

- Representation and advocacy: Represent UNICEF in Aden and assigned locations as defined by the area of the responsibilities (AoR) of the office by participating in meetings and events and moving forward the agenda for children. The CFO advocates for UNICEF's mission, goals, and strategies with the recognized authorities and maintains contact with officials in the governorates under the AoR, local authorities, and technical policymakers in different line ministries. The CFO Represents UNICEF at the UN Hub level at various fora, such as the Area Humanitarian Coordination Team (AHCT), Area Security Management Team (AHCT), Inter-agency Coordination, and other relevant meetings. Advocate with the recognized authorities and governorate government, civil society organizations, media, and society, attention to the rights and needs of children, as well as specific policies, strategies, plans, projects, and practices in support of those rights and needs. Undertake communication activities supporting the Convention on the Rights of the Child, UNICEF Policy, and the UNICEF-supported Country Programme. Organize field visits for senior officials and donors, as required.
- Staff management: Effectively lead the Aden Field Office team in managing performance and helping the staff members deliver results for children. Provide inspiring leadership to the UNICEF Aden FO team in terms of UNICEF Mission, guiding principles, policy interpretation, guidance on procedures, development, and maintenance of positive attitudes, constructive team behavior, and positive relations with all partners. Through participatory approaches, manage the work of the UNICEF field office and team, ensuring high standards of accountability and efficiency. Collaborates on developing training activities to ensure effective performance in administrative services management. Implements effective staff

learning and development programme activities for capacity building. Helps organize workshops for staff competency building, as well as staff learning and development.

- **Staff Safety:** Facilitate, take, and implement measures to ensure the safety and security of UNICEF staff and assets. Ensure sufficient measures are undertaken for the safety and security of the staff. MORSS and MOSS are complied with, and other security advisories are implemented. Staff are provided opportunities for security-related training. Negotiate with various authorities regarding humanitarian access to authorities UNICEF supplies, services, and staff.
- **Office Operations and Assets Management:** Develop an annual budget for the operational/running costs of the office or hub and an annual budget for the operational/running costs of the process payment in VISION as per ToA. Propose, develop, and manage various service contracts as needed with the support of Operations staff. Ensure proper plans are in place for offices' operational needs (space, slots, etc.), including business continuity plans (BCP). Ensure operational coordination with UN agencies and initiate mission and Travel Authorization process. The CFO follows up with Sanaa to ensure timely funds and supply allocations for activities planned per the RWP and requests additional funding/supplies when needed. Support logistics/supply planning through coordination with Operations/Programme Sections, including providing oversight for the efficient functioning of the local contract review committee. Provides technical support in preparing appropriate documents and input on specifications and supply and logistics arrangements, facilitating cost-effective, efficient procurement, clearance, storage, and distribution of supplies and equipment to project sites in support of the country program implementation. Aligned with the YCO decentralization and accountability framework, the CFO oversees the operation of the USD/Yemen Rial local bank accounts for UNICEF at the Aden level and ensures its operations are in full compliance with organizational financial rules and regulations.

## **2- Programme Development and Management**

Identify 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 changes to/or prepare programme work plans as required. Prepare programme recommendations for inclusion in the formal programme documentation and innovative approaches, methods, and practices.

With the support of the Aden FO staff and in collaboration with relevant sections of the Country Office, UN country and humanitarian teams develop, plan, coordinate, and manage the implementation and monitoring of UNICEF support within the various Governorates and districts under the Aden FO area of responsibility. Supervises, monitors, and assists the Program Specialists in WASH, Education, Child Protection, Health & Nutrition, Social Protection, and Communication sections to develop and implement AWP and ensure programme goals and objectives are attained.

Develop the Field Office Rolling Work Plan (RWP) in consultation with counterparts, partners, and the Programme Section in Sana'a. Coordinate with the government counterparts for the authorities' signing of the RWPs. Establish programme work plans, monitor compliance, and provide training, support, and guidance to the programme team to meet objectives. Coordinate with the government counterparts to ensure human resources requirements and ongoing staff development needs.

In collaboration with the government and other partners, reviews and evaluates the technical, institutional, and financial feasibility and constraints of programmes and projects.

Prepare relevant programme reports for management, donors, budget reviews, programme analysis, annual reports, etc.

The CFO is fully responsible and accountable for developing, implementing, and monitoring RWP activities in the area of responsibility. The Chief of Field Office is the focal point for the review of Letters of Commitment (LOCs) to Government counterparts and PCAs developed in the field and will ensure that the sections at the central level are involved in their technical inputs. The CFO is the chair of the Local Partnership Review Committee (PRC) at the Aden level and is accountable for full compliance with the Table of Authority on partnerships management at the FO level.

**3- Emergency Preparedness and Response systems and plans are in place:**

Ensure appropriate emergency preparedness capacity and updated contingency plans, including partnerships, supplies, and staffing. Follow up immediately on all

reports of situations or emergencies that may impact children and women. Undertake fact-finding, consult relevant government and NGOs, and file reports with the UNICEF Emergency management team, especially with (Representative, Chief Field Operations and Emergency, Emergency Specialist, and relevant sections). Ensure effective response from UNICEF partners, including the Rapid Response Mechanism (RRM). Support to evolving supply needs and situations facing children and families, including emergencies, prioritizing achieving value for money. Ensure the implementation of supply/logistics components of emergency programmes, including systems for storing and distributing supplies to all project sites.

#### **4- Programme Monitoring and Evaluations**

**Monitoring:** Organize and participate in the regular monitoring of UNICEF cooperation in the area of responsibility through programme/project review, field visits, an inspection of supplies, and review of reports, accounts, and outputs. The CFO is responsible for ensuring the development of monthly HACT assurance quality plans, including staff, third-party monitoring (TPM) and, spot checks, etc., and ensures that their staff conduct field visits to monitor and assess program implementation and decides on required corrective action. Manage and monitor the HACT quality control activities (field visits, TPM, and spot checks) and results on the ground – keep the action tracker updated and follow up on the recommendations in collaboration with the partners in the area of responsibility. The CFOs is fully responsible and accountable for the development, implementation and monitoring of RWP activities in area of responsibility.

**Reporting—**With Aden FO staff support and inputs, regularly report through planned schedule emergency and Situation reports, and in cooperation with relevant sections of the Country Office, prepare or contribute to the annual report, donor reports, and special reports, covering programme implementation, cash operations, personnel, and special problems.

**Evaluation:** When required, carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in consultation with the Representative, the Chief of Field Operations, the Operations Officer, the Evaluation Officer, and others to improve the efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Ensure the timely preparation of annual program status reports.

## **5- Optimum Use of Program Funds**

Establish and supervise programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Follow the budgetary allocations, DCT, and the use of inputs and ensure full utilization of allocations before expiry, including any balance in the Fund Commitments. Take appropriate actions to optimize the use of programme funds. Ensure programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring, and evaluation.

## **6- Partnership, Coordination and Collaboration**

PCA: The CFO, with the FO staff, maintains and initiates partnerships in the field. The Chief of Field Office is the focal point for the PCAs developed in the field and will ensure that the sections at the central level are involved for their technical inputs. Plans, develops, and implements sectoral programme(s) by collaborating with the government and other partners. The CFO ensures that field office partnerships with government counterparts are adequately planned and that letters of commitment are approved before the supported projects and activities start. Regarding partnerships with CSOs, the CFO chairs the local PRC at the Aden level. Provide leadership in technical advice, negotiation, advocacy, and promotion of area/country-level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF program and country-level cooperation.

Develop partnerships and collaborations with internal and external counterparts, including the UN and national partners, to improve the ability to collect and disseminate development data and information and exchange information on programme/project status and implementation.

Supervises the Operations Section at the Aden level and collaborates with the respective Operations functions at the Country level to ensure harmonization and field office compliance with the YCO risk management strategies, establish and maintain sound internal controls supportive of programming endeavors, and coordinate financial and supply management requirements and accountability. Oversee the operation of the local USD/YER bank account at the

Aden level, as well as the operations of the local Contract Review Committee (CRC). Maintain close collaboration with Chiefs of sectoral programmes in the CO, Regional, and HQ advisers for effective overall programme coordination as/when required.

## **7- Knowledge Management for Programmes**

Ensure that area/country programmes are supported by knowledge management through data collection and analysis, complete and accurate reporting, and participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange through donor and media visits and in the development of training and orientation material.

## **8- Rights-Results-Risks Based Programme Management Approach**

Adopt rights-based programmes approach in formulating programme goals and objectives and developing strategies and implementation frameworks. Formulate 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 planning and design.

Prepare and submit viable recommendations on project implementation, alternative approaches, and optimal resource utilization that effectively contribute to the fulfillment of children's and women's rights. Include recommendations on programmes, new initiatives, and management issues to ensure the achievement of stated objectives.

Conduct risk analysis regularly to identify, analyze, and plan for varying degrees of risk. Manage these with the appropriate mitigation measures and ensure decision-making on handling residual risks is taken at the right levels.

## **9- National and Local Capacity Building/Sustainability**

Provide technical support and guidance to authorities and service providers in planning and organizing training programmes for capacity building and programme sustainability.



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

## **10-Rights Perspective and Advocacy at the National, Community, and Family Levels**

Conduct policy analysis from a children's and women's rights perspective and advocate at the government, community, and family levels to elevate advocacy at the government community credibility in national and international policy debates.

Promote the organization's goals through active advocacy and communication that are in line with UNICEF's national advocacy guidelines and strategy.

### **Impact of Results:**

Makes decisions on situation analysis, program strategy, planning implementation, and evaluation, as well as the use of funds and human resources, which affect the achievement of the country office goals and objectives.

Makes recommendations on program strategies and management issues to achieve stated objectives.

Makes recommendations on the introduction of new initiatives in the country, resulting in human resource requirements, which include the creation of posts and selection of candidates.

The incumbent is expected to advise and interpret the guidelines and organizational policies for professional and technical staff and contribute to the development of new guidelines as the program evolves or the country's situation demands.

### **Competencies and level of proficiency required:**

#### **Core Values:**

Care, Respect, Integrity, Trust, Accountability and Sustainability.

#### **i. Functional Competencies (Required)**

1. Builds and maintains partnerships.
2. Demonstrates self-awareness and ethical awareness.
3. Drive to achieve results for impact.

4. Innovates and embraces change.
5. Manages ambiguity and complexity.
6. Thinks and acts strategically.
7. Works collaboratively with others.
8. Nurtures, leads and manages people.

## **ii. Technical Knowledge**

### a) Specific Technical Knowledge Required

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures, and guidelines are 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 regarding children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address national and international issues, particularly 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 strategies to address international humanitarian issues and their responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- Security Management training for members of the Security Management Team.
- UNICEF policies and strategies promote and support gender equality and diversity.

## **iii. Qualifications:**

### **Education:**

An advanced university degree in one of the following fields is required: social sciences, international relations, public administration, government, and public relations, public or social policy, sociology, social or community development.

Any other master's degree will be taken into account with commensurate experience.

### **Experience:**

A minimum of ten years of professional work experience in programme management, planning, monitoring and evaluation, project administration, or another relevant area is required.

Experience leading a multidisciplinary and diversified staff profile is considered an asset. Experience working in a developing country is also considered an asset.

Relevant experience in a UN system agency or organization is considered an asset.

Familiarity/ background with emergencies is also considered an asset.

Familiarity/ background in working in an insecure environment is considered an asset.

**Language Requirement:**

Fluency in English is required. Knowledge of another UN language or Arabic is highly desirable.