

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	NO (National Officers)	Country:	Malawi
Reason for Classification:	Establishment of a new post	Duty Station:	Lilongwe
Level:	NOC	Office:	Malawi
Title:	Adolescent Development Specialist	Section:	Adolescents Development and Participation
Title Information in Parenthesis:	Integrated Services and Participation	Unit:	Adolescents Development and Participation
CCOG Code:	1L04	Case Number:	MLW/2019/011
UNICEF Code:	AND	Post Number:	
Classified by:	Ravail Naveed	Classified Date:	3/14/2018
Organizational Context:	<p>UNICEF is a major partner to the Malawi government and other partners in ensuring all rights of children are attained and more specifically, the delivery of quality education in Malawi. The education programme aims to support government achieve its set objectives which are elaborated in national education sector plans including ensuring equitable access, quality education and improved governance. In this regard, the GoM/UNICEF education programme addresses optimal development of children from conception and early learning, through primary education through adolescence paying particular attention to the gender equity and the most marginalized. In the context of the new country programme, the adolescents development programme will strengthen the provision of integrated services for holistic and optimal development of all children from early years through adolescence.</p> <p>Malawi has a youthful population – almost two in five people are between the ages of 10 and 29, and more than two thirds of the population are under the age of 30. This youthful population is acknowledged as being one of Malawi's strongest assets, and the Malawi Growth and Development Strategy (MGDS) II 2011-2016 lists youth development and empowerment as one of its nine priorities. As young people transition into adulthood, their health, education, and overall development are likely to have profound effects on the development of the country. While the adolescent period is characterized by a period of heightened vulnerabilities, it also provides a window of opportunity for successful transition to adulthood and equality especially for the most disadvantaged adolescents. Identifying these most disadvantaged adolescents, particularly disadvantaged girls, and designing our interventions to address the barriers that limit their fulfilment of rights to development, protection and participation is instrumental to breaking cycles of deprivation and poverty for these adolescents.</p> <p>The Adolescent Development programme is a new but crucial platform for the UNICEF Malawi Office Country Programme 2018-2021. In collaboration with national and community based partners, the programme will also promote actions to increase adolescent's access to meaningful civic engagement opportunities.</p>		
Purpose of the Job:	<p>Under the guidance of and reporting to the Chief of Adolescent Development and Participation the Adolescent Development Specialist serves as team leader for the multi-sectoral Adolescent Development Programme (ADP) and is responsible for planning, implementation, monitoring and evaluation of the MCO ADP.</p> <p>The new Adolescents Pillar structure provides for an integrated approach that will bring integrated services - Child Protection, Education, Health and Nutrition, Participation, WASH and C4D - the incumbent is expected to oversee this multi-sectoral hub of technical specialists to ensure a sustained transformative agenda for Malawi adolescents.</p> <p>The Specialist supports country office programming processes by providing expert technical advice and operational support to country office colleagues and internal and external partners and stakeholders to ensure that adolescent development and participation established under the Convention on the Rights of the Child, international treaties/frameworks and UN intergovernmental bodies, are integrated in UNICEF's advocacy, policies, programmes and humanitarian work.</p> <p>The Specialist contributes to achievement of sustainable and scalable results on adolescent related programs/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.</p> <p>"Currently, the Malawi country office is operating under a matrix-management model, where individuals will have more than one reporting line. While this particular position is not currently "matrixed", it is possible that this may change depending on programme needs"</p>		
Key functions, accountabilities and related duties/tasks:	<p>Summary of key functions/accountabilities:</p> <ol style="list-style-type: none"> <li>1. Support to country programme development and planning</li> <li>2. Programme management, monitoring and delivery of results</li> <li>3. Technical and operational support to programme implementation</li> <li>4. Networking and partnership building</li> <li>5. Innovation, knowledge management and capacity building</li> </ol> <p>1. Support to country programme development and planning</p> <p>Update the situation analysis by conducting assessments to establish evidence-based data for UNICEF advocacy and development of policies, framework and programmes to promote adolescent development and participation in the country and for monitoring results on related programmes/projects.</p> <p>Assess national/regional/international development priorities to identify opportunities and courses of action to enhance the delivery of services and achieve objectives on adolescent development and participation in the country.</p>		

Participate throughout the process of CO programme formulation, planning and preparation to provide input, advice and operational support on the integration of policies and frameworks that promote adolescent development and participation and to ensure that crosscutting issues such as gender, disabilities, the rights of minority and marginalized groups are considered and integrated within the country programmes and projects.

Establish specific goals, objectives, strategies and implementation plans for the adolescent development programmes/projects using results-based planning terminology and methodology (RBM). Prepare relevant documentations for programme review and approval.

Work closely and collaboratively with colleagues and partners to discuss methodologies and to assess national priorities/competencies to ensure the achievement of concrete and sustainable results.

## 2. Programme management, monitoring and delivery of results

Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence and delivery of sustainable results on adolescent development programmes and projects.

Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results.

Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.

Actively monitor adolescent development programmes/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.

Monitor and verify the optimum/appropriate use of programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability, integrity and ensuring timely reporting and liquidation of resources.

Prepare regular/mandated programme/project reports for management, donors and partners to keep them informed of programme progress.

## 3. Technical and operational support to programme implementation

Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners/donors on policies, practices and methodologies on adolescent development and participation to support programme management, implementation and delivery of results.

Participate in programme meetings including programme development and contingency planning to provide technical and operational information, advice and support.

Draft relevant policy papers, briefs and other strategic programme materials for management use, information and/or consideration.

## 4. Networking and partnership building

Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders and global partners/allies/donors/academia through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on adolescent development and participation initiatives.

Prepare communication and information materials for programme advocacy to promote awareness, establish partnerships/alliances and to ensure that adolescent development and participation programmes and initiatives are adequately resourced and supported.

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

## 5. Innovation, knowledge management and capacity building

Apply/introduce innovative approaches and good practices on adolescent development and participation to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.

Keep abreast, research, benchmark and implement best practices on adolescent development and participation. Assess, institutionalize and share best practices and knowledge learned.

	<p>Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.</p> <p>Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on related programmes/projects.</p>
Impact of Results:	<p>The strategic and effective advocacy, planning and formulation of adolescent development and participation programmes and the achievement of concrete and sustainable results from these programmes contribute to the achievement of UNICEF goals in the country to promote the full and active participation of adolescents in determining their essential needs, promoting their rights to a safe environment and protecting their rights to survival, development and well being in society. This in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality and inclusion in the country</p>
Competencies and level of proficiency required:	<p>Core Values</p> <ul style="list-style-type: none"> <li>Commitment</li> <li>Diversity and inclusion</li> <li>Integrity</li> </ul> <p>Core competencies</p> <ul style="list-style-type: none"> <li>• Communication (II)</li> <li>• Working with people (II)</li> <li>• Drive for results (II)</li> </ul> <p>Functional Competencies:</p> <ul style="list-style-type: none"> <li>• Leading and supervising (I)</li> <li>• Formulating strategies/concepts (II)</li> <li>• Analyzing (III)</li> <li>• Relating and networking (II)</li> <li>• Deciding and initiating action (II)</li> <li>• Applying Technical Expertise (III)</li> </ul>
Recruitment Qualifications:	<p>Education:</p> <p>An Advanced University Degree in education, economics, psychology, sociology or other social science field is required.</p> <p>Experience:</p> <p>A minimum of five years of professional experience in social development planning and management in education and related areas at the international level, some of which preferably in a developing country is required. Relevant experience in a UN system agency or organization is an asset.</p> <p>Language Requirements:</p> <p>Fluency in English is required.</p>
Attachments:	<p>Adolescents.docx</p> <p>Approval for Professional JDs.pdf</p>

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