



SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Programme and Planning Manager**
Supervisor Title/ Level: **Regional Chief of Programme & Planning P5**
Organizational Unit: **Programme**
Post Location: **LACRO Panama**

Job Level: **P4**
Job Profile No.:
Job Classification Level:

II. Purpose for the job

Under the supervision of the Regional Chief of Programme & Planning, the Programme and Planning Manager is accountable for quality assurance, oversight, and technical assistance in strategic planning, programming and implementation to 24 country offices in the Latin America and the Caribbean (LAC). The position supports UNICEF LACRO and country offices to maintain high-quality planning process and products, while systematically strengthening how evidence-based and risk-informed are anchored in core established planning, implementation and review processes. The specialist supports country offices in the preparation of relevant planning documents, including UNSDCF, CPD and CPMP.

The Planning Manager will also be the section focal point for all RRBM related processes for all sections in the regional office and COs (including periodic programme reviews, quality assurance of planning related documents, peer reviews and strategic partnership review).

As part of the preparedness and response to humanitarian and emergency, the Manager will provide technical support to COs in the preparation and review of programmes for the implementation according to humanitarian context.

III. Key functions, accountabilities and related duties/tasks:

1. **Capacity building on RRBM**

- Build staff capacity to integrate Rights and Results Based Management (RRBM) approaches in the entire spectrum of planning, implementation, review and reporting processes.
- Analysis of capacity gaps on RRBM at the RO and CO levels.
- Participate in the development or adaptation of training packages tailored to the context of LAC region.
- Actively seek partnerships with knowledge institutions for the identification of capacity gaps and implementation of capacity building activities to address them.
- Participate as a resource person in capacity building initiatives to enhance the

competencies through trainings, meetings and consultations.

2. Quality assurance and technical support to CPD development

- Contribute to creating a strategic vision and value proposition of UNICEF in LAC based in different country typologies.
- Support the technical assistance, quality assurance and oversight for the design of country offices programme of cooperation, coordinating timely and coherent feedback from the regional office.
- Contribute to the interaction with UNICEF staff in HQ in all aspects related to existing and emerging guidance, procedures and policies related to planning and programme implementation.
- Contribute to the formulation of LAC ROMP, as well as periodic reviews and adjustments based on evidence and analysis.
- Provide quality technical assistance to country offices in the preparation of country programme management plans (CPMP) as part of the strategic planning process, linking programme and management strategies to ensure results' achievement. The support comprises designing management strategies to support programme implementation considering the country context and risks identified, the coherence between programme structure and office structure, performance monitoring mechanism, and results-based budgeting.

3. Programme implementation

- Contribute to organize the workstream for LACRO support to COs in implementing key regional priorities and change strategies.
- Provide quality assurance to country offices in the preparation of annual management plans, using the most recent procedures, guidelines and tools.
- Contribute to the review of business processes and other initiatives aimed at enhancing efficiency and effectiveness in country offices.
- Technical support to manage the programme implementation and adaptive management in COs in coordination with Operations: risk management, peer reviews and partnerships reviews.
- Use evidence to advice programmatic focus, course-correction and efforts for scale up and sustainability.

4. UN coherence

- Support UN Country Teams with strategic priority setting, analysis, and advice is the Quality Assurance of the United Nations Sustainable Development Framework (UNSDCF), as a member of the Programme Support Group (PSG).
- Support UNCTs upstream engagement in the national development process and provide technical support and advice and timely address upstream policy concerns during the UNSDCF process.
- Technical assistance to country offices in the application of Delivering as One in the region as well as the implementation of the related Standard Operating Procedure, ensuring tha suche process contribute to delivering results for children.
- Quality assurance and monitoring of joint planning (CCA/UNDAF) though the Programme support Group and the M&E Task Team: i.e. Vision 2030 analysis, leveraging UNCT capacities, comparative advantage analysis.
- Support for resource mobilization based in new UN funding modalities, such as SDG fund, Trust Fund and similar.
- Support the interagency coordination mechanism at regional level within the UN Regional Collaborative Platform (RCP) and relevand Issue Based Coalitions (IBC)

IV. Impact of Results

- Work requires expertise as an expert for technical programme management, requiring initiative, problem solving, creativity and innovation.
- Technical leadership, sound judgement, planning and resource management expertise and creative approach are required for advising management and making recommendations on programme implementation, alternative approaches, and optimal utilization of resources, and recommendations on programme new initiatives and management issues to ensure achievement of stated results.
- Decision making includes timely and effective decision on situation analysis, programme strategy, planning, implementation and evaluation, requiring conceptual/analytical thinking, judgement, planning, monitoring, decisiveness, flexibility, resource management and communication.
- Represent UNICEF's position to external partners. Promote the organization goals of UNICEF through advocacy and policy dialogue by effective communication and influence. Make sound recommendations on policy based on specific situations in the regional context.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (3)
- Drives to achieve impactful results (3)
- Manages ambiguity and complexity (3)

Technical knowledge

- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- Rights-based, results-based and risk-informed programming
- UNICEF programme policy, procedures and guidelines for strategic planning and implementation.
- Policies, strategies and methodologies to work in context of complexity: humanitarian, conflicts and fragility settings
- Gender transformative approach to programming
- Concepts, methodologies and tools for programme management

VI. Recruitment Qualifications

Education:

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

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| Experience: | <ul style="list-style-type: none"> • Eight years of relevant professional work experience at the national and international levels in programme management, strategic planning and programming, programme implementation. • Proven ability to mainstream child-rights focused result-based management approach into strategic planning processes; • Proven track record of excellent presentation and drafting skills is required; • Previous hands on experience in a supervisory/managerial capacity is considered an asset. • Experience working in a developing country is considered as an asset. • Work experience in emergency duty station is considered as an asset. |
| Language Requirements: | Fluency in English and Spanish is required. Knowledge of another official UN language (French) is considered as an asset. |

| VII. Signatures- Job Description Certification | | | |
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| Name: Rada Noeva | Signature | <i>Rada Noeva</i> | Date |
| Title: Regional Chief of Programme & Planning | | | |
| Name: Anne-Claire Dufay | Signature | <i>Anne-Claire Dufay</i> | Date |
| Title: Regional Director O.I.C. | | | |

