

SPECIFIC JOB PROFILE

I. Post Information	
REGION/DIVISION: LAC/Programme COUNTRY: Mexico DUTY STATION: Mexico City, Mexico OFFICE: Mexico CO SECTION: Programme UNIT: Field Office Management	CATEGORY: IP PROPOSED LEVEL: P4 JOB TITLE: Chief Field Operations REPORTS TO: Deputy Representative, Programme, P5

II. Strategic Office Context and purpose for the job
<p>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.</p> <p><u>Strategic office context :</u></p> <p>As we enter the 4th year of the current CPD 2020-2025, UNICEF Mexico is faced with significant changes in the country, especially regarding children and adolescents, impacted by the COVID-19 pandemic in 2020-2022 and the growing demands related to the migratory situation, especially in the northern border, among other issues. In response to these challenges, the office has grown exponentially in staff number and allocated budget, and three new field offices were created, under a complex programmatic context to respond to humanitarian needs while maintaining a high level of advocacy and system strengthening at the federal and state levels. Given this context, we are reinforcing our capacity of humanitarian preparedness and response, management, planning and implementation in the field. The strengthened field presence will also allow a sustained approach to monitoring of the situation of children and bottlenecks that hinder the fulfilment of women and children’s rights, especially in remote or chronically excluded areas. Similarly, a strong field presence also provides UNICEF a greater political and community credibility in a country with significant political, ethnic, and geographic diversities.</p> <p><u>Purpose for the job:</u></p>

The Chief Field Operations is responsible for coordination and management of all field program operations as well as humanitarian-related issues in the office ranging from policy development to support in fund-raising.

Under the supervision of the Deputy Representative - Programme, the Chief of Field Operations is responsible for:

- The management of field offices and other outposts' presence, including planning, implementation, monitoring of programme-related activities at the sub-national level, as well as emergency preparedness and response, ensuring coherence and comprehensiveness across the humanitarian-development nexus programme.
- Supporting the Deputy Representative - Programme in effective and strategic coordination between sub-national and national levels to promote the achievement of impact outcomes and an effective and efficient humanitarian response.
- The supervision of Chief of Field Offices, managing the performance of the field offices and the management of the technical staff in the FOs in coordination with the Chief of Field Offices through a matrix management arrangement with the chiefs of program areas.
- Advising the Deputy Representative - Programme on her security and emergency management responsibilities under the UN Accountability Framework and on the conduct of security operations in support of program activities.

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

- As part of the senior management team, participate in meetings (SMT, CMT, etc) as required to bring the field perspective into the Country Office decision-making, ensure the integration of emergency response goals and objectives at all stages of the programming process (i.e., situation analysis, risk informed programming, needs assessment, etc). Ensure a conducive environment for the achievement of programme objectives, including but not limited to child-focused work planning, implementation of activities, office organization, operations, logistics including pre-positioning of emergency supplies, deployment of human resources and availability of financial resources.
- Provide overall leadership, guidance, supervision and direction to field offices by maintaining constant interaction with Chief of Field Office and by undertaking regular field visits to ensure effective decentralization for program planning, day to day program implementation, continuous monitoring and reporting by field offices. Lead and coordinate UNICEF's emergency preparedness and response planning at national and local level, as well as regular and humanitarian programme planning and coherent implementation of humanitarian-development nexus. Continuously assess field offices preparedness and update to the EPRP and other contingency planning processes as required.
- Support a strong relation with donors; contribute and review donor reports, review and input to donor proposals, in monitoring and updating emergency and nexus programme funding priorities; in providing support to fund raising activities; in contributing to the formulation and implementation of advocacy, recovery and transition strategy as deemed appropriate by UNICEF.
- Coordinate UNICEF's contribution to inter-agency coordination mechanisms (national, state and local levels) with the aim of upholding principles of humanitarian response and strengthening the management of the sector/cluster system; participate in all strategic emergency/humanitarian and inter-sector/cluster coordination and performance management mechanisms; promote the CCCs (Core

Commitment for Children) as the core principle of UNICEF' role and response; advocate for the establishment of key enablers to effective humanitarian action; and, leverage UNICEF's field presence to advance child rights and deliver effective, suitable and innovative services.

- Under the guidance of the Deputy Representative - Programme, maintain continuous and constructive coordination and liaison with Government, UN agencies, Standby Partners, NGOs, donors and other COs emergency teams on aspects related to the special needs of children and women threatened or affected by crisis situations; and monitor socio-economic and political developments that could be of concern to children.
- Work with the Communications team, supporting the Deputy Representative - Programme in preparing communication materials and analyses related to the advocacy or communication roles of the Head of Office.
- Collaborate with the Deputy Representative – Operations, HR Specialist and the Security Officer on issues affecting field staff safety, security, well-being and well fare; and, maintain efficient and fluid coordination and communication on all matters related to the effective functioning of field offices.

IV. Impact of Results

The efficient leadership, guidance and strategic thinking of the Chief Field Operations will directly impact UNICEF Mexico's capacity to support the government in achieving the results outlined in the Country Programme and in the emergency response plans.

Leading the field and emergency team requires strong technical skills in overall programme coordination and operational aspects, and specific technical skills in cross-sector issues such as emergency and humanitarian policy, monitoring and evaluation. Knowledge of human rights-based programming and experience in team, and programme management in the field is required.

The job requires excellent communication, negotiation, and other human relations skills, as well as effective decisive leadership and decision-making competency under pressure in the complex working environment dealing with other UN agencies, governmental officials, NGO counterparts, donors and other important partners. In addition, the job has the following primary/shared responsibilities:

- Provide leadership, coordination, guidance and direction for sectoral/inter-sectoral programme management at field level. Holds primary responsibility for formulation of Emergency programme goals and objectives and the development of strategies and innovative approaches.
- Share with Representative and Deputy Representative the primary responsibility for the formulation, implementation, coordination and monitoring/evaluation of priority sectoral programme goals and objectives.
- Co-share with Representative and Head of Operations the implementation and monitoring of administrative decisions taken to improve efficiency and effectiveness of field-based operations, oversight of partners, accountability of resources and staff safety and well-being.
- Hold primary responsibility for effective management of the team, including staff supervision, compliance monitoring, financial accountability.

V. Competencies and level of proficiency required

Core Values:

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies:

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

VI. Recruitment Qualifications

Education:	<p>An advanced university degree (Master's or higher), preferably, in: Social Sciences, Public Administration, International Relations, Business Administration, Public or Social Policy, Sociology, Social or Community Development, or other fields related to the work of UNICEF.</p> <p>Bachelor's degrees may be accepted in lieu of the Master's degree if the candidate has 2 additional years of experience.</p>
Experience:	<p>A minimum of 8 years of relevant professional experience in complex humanitarian response or programme management and implementation at national and international levels is required.</p> <p>At least one year of experience as Head of Field Office or managing a team in a humanitarian context is required.</p> <p>Experience in Latin America is a strong asset.</p>
Language Requirements:	<p>Fluency in English is required. Proficiency in Spanish is required.</p>