UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE

JOB TITLE: **Programme Specialist** **JOB LEVEL**: **Level - 3** **LOCATION**: **UNICEF Country Office**	CCOG: 1A02 FUNCTIONAL CODE:PMA JOB CLASSIFICATION: P3/NOC

PURPOSE OF THE JOB

Under the direction and guidance of the Chief Planning, Monitoring and Evaluation, and in close collaboration with the State of Palestine CO programme sections, the Programme Specialist (Children with Disabilities) will be responsible to support implementation of disability inclusion in UNICEF's emergency response to the Palestine crises (Gaza and West Bank) as well as mainstreaming of disability inclusion in recovery efforts.

KEY END-RESULTS

1. **Considerations for children with disabilities are integrated in emergency preparedness planning, needs analysis and situation assessment, response planning, implementation, budgeting and resource mobilization, monitoring and reporting, and recovery and reconstruction.**

2. **Strengthened capacity in field offices for mainstreaming and targeted interventions for children with disabilities.**

3. **Considerations for children with disabilities are integrated in cluster / AoRs / sector meetings and other processes, including in cluster strategies, HNOs and HRPs.**

4. **Programme planning, implementation and monitoring is coordinated and based on multisectoral collaboration.**

5. **Strategic fundraising documents include funding requests to benefit children with disabilities and donor engagement is ensured to mobilize resources.**

6. **Supply lists include appropriate assistive devices and supplies needed by children with disabilities.**

7. **Lessons learned and good practices on disability inclusion are documented and disseminated.**

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. **Programme Development and Technical Support:**
   - Ensure considerations for children with disabilities are integrated in emergency preparedness planning, needs analysis and situation assessment, response planning, implementation, budgeting and resource mobilization, monitoring and reporting, and recovery and reconstruction.
   - Provide technical assistance to field offices to support mainstreaming of disability inclusion and targeted interventions for children with disabilities.
   - Support the PCO in strengthening overall multi-sectoral collaboration on disability inclusion within their emergency response programs and facilitate internal coordination mechanisms (e.g. Disability Inclusion Task Force).
2. **Coordination, Representation, and Advocacy:**
   - Participate in cluster / AoRs / sector meetings and other processes to provide inputs on disability inclusion and a broader people-centered approach in the HPC, including Cluster strategy development, Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) development, including needs assessment processes.
   - Enhance or create mechanisms for multisectoral coordination on disability inclusion (e.g., establishing a working group and/or focal point system, or working with the Inter-sector disability/

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inclusion task team where active, and strengthening inclusion in coordination mechanisms for other cross-cutting concerns, such as AAP and GBV).
- Participate in the design and implementation of evidence-based advocacy /communications for disability inclusive emergency response and recovery.

3. Resource Mobilization and Partnerships:
- Contribute to the production of strategic fundraising documents (such as flash appeals and proposals), and support appropriate channelling and spending of donor contributions on disability inclusion.
- Support the development of partnerships with Organizations of Persons with Disabilities / organisations working for the rights of persons with disabilities.
- Support procurement of appropriate assistive devices and supplies.

4. Capacity Enhancement:
- Implement rapid and simplified capacity building initiatives for disability inclusion in emergencies, contributing to stregnthened capacity within the CO, partners, service providers, and relevant stakeholders.

5. Reporting and documentation
- Provide disability inclusion-related inputs to internal and external reporting mechanisms.Support knowledge management on disability inclusion to strengthen capacity and retain institutional knowledge on disability inclusion in the CO, including by systematically documenting lessons learned and good practices.

6. HDP Nexus and Inclusive Recovery:
- Ensure disability inclusion across disaster prevention, mitigation, preparedness, recovery, and response strategies, as well as country program work plans, within the humanitarian-development-peace (HDP) Nexus.
- Participate in the design and implementation of evidence-based advocacy for national disability inclusive interventions, prioritizing coordination and capacity-building efforts for national and local stakeholders, including Organizations of Persons with Disabilities.

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: social sciences, public administration, international law, public health, nutrition, international relations, business administration or other related disciplines.

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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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A first University Degree in a relevant field combined with 2 additional years of professional experience in the field of data, research, field monitoring and evaluation, statistics or related fields may be accepted in lieu of an Advanced University Degree.

2. Experience

A minimum of five (5) years of professional experience in disability inclusive programme planning and management.

A strong track record of contributing to delivery of humanitarian response in the field is highly desirable.

Experience working in a conflict and/or post-conflict setting.

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

Experience in engaging with humanitarian coordination mechanisms is an asset.

Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships.

3. Language Requirements

Fluency in English is required. Knowledge of Arabic is an asset.

4. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies (For Staff without Supervisory Responsibilities)

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1).