

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

***For every child, an advocate….***

The UNICEF Congo Brazzaville Country office is a small-medium UNICEF Country office. The 2020-2024 Country Programme, signed between UNICEF and the Government of Republic of Congo, aims to promote the delivery of an integrated package of quality services for children and promote the education and protection of adolescents, using the life-cycle approach and supporting the equity focus included in the 2030 Agenda, namely, to leave no child behind and help the most disadvantaged first, in the particular context of the Republic of Congo as a Low Middle Income Country.

To meet Programme strategies and results, the office will need committed and creative professionals who want to make a lasting difference for Congolese children.

***How can you make a difference?***

***Purpose of the job***

The Deputy Representative reports to the CO Representative for general supervision and direction. The Deputy Representative supports the Representative on the overall management of the CO and for coordinating closely with the different programme sections on all phases of the Country Office Programme, from formulation to delivery of results in accordance with UNICEF’s Strategic Plans, standards of performance and accountability framework, ethics and integrity.

The Deputy Representative supports the Representative in leading and leveraging partnerships with both public and private sectors for the achievement of results and fulfilment of the rights of children.

**Key Accountabilities, Duties & Tasks**

**1. CO programme planning and development**

* Coordinate the planning and updating of the situation analysis by the programme sectors in the CO to establish comprehensive data and information for programme development planning, management, monitoring and evaluation.
* Guide the various sectors throughout the process of programme formulation, planning and preparation of the Country Programme ensuring harmonization of approaches and alignment with UNICEF’s Strategic Plan, corporate guidelines, policies/procedures and regional and national priorities. Provide technical and operational support throughout the process
* Coordinate the necessary technical programming support from PD/Regional Office.
* Review the Country Programme recommendation before approval by the Representative to ensure the quality of the Country Programme recommendation and alignment with the UNICEF’s Strategic plan, compliance with policies and procedures and that documentation materials are completed accurately and comprehensively to facilitate Executive Board review and approval.

**2. Support to the Representative on managing the CO**

* Serve as officer in charge in the absence of the Representative.
* Monitor and assess programmes and operations and provide advice on best and innovative programming and management practices to enhance programming and operations.
* Advise the Representative on CO annual work planning, setting priorities/targets and establishing performance measurements. Monitor implementation and progress of work plans; collaborate with colleagues to assist, advise, and guide the Representative to ensure achievement of results according to targets and performance standards. Take timely decisions to achieve results and/or alert the Representative for timely action.
* Establish clear performance objectives, goals, and timelines; and provide timely guidance to his/her team to enable them to perform their duties responsibly and efficiently. Plan and ensure timely performance planning, management, and assessment.
* Work collaboratively with the Representative and the various sectors to facilitate/contribute to the preparation of the CO budget proposal. Monitor critical issues to resolve problems and/or recommend to the Representative appropriate action to ensure appropriate and optimum use of resources.

**3. Monitoring and quality control of programmes**

* Participate in meetings/events and annual/midterm reviews with the government and other counterparts/stakeholders to contribute to strategic programme discussions, planning and assessments.
* Evaluate overall programme progress; identify weaknesses, bottlenecks, and potential problems. Collaborate with the sectors and/or other partners and stakeholders to resolve issues and/or advise the Representative on resolutions to ensure delivery of results as planned and allocated.
* Monitor the optimum and appropriate use of programme resources (financial, human, administrative and other assets) and verify compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity. Approve disbursements and allocations in accordance with delegation of authority established by the Representative.
* Coordinate and/or provide advice on the preparation of mandated programme and operational reports. Confirm accuracy of reports prior to approval by the Representative.

**4. Alliance building and UN System coordination**

* Represent the UNICEF Representative in the UN Country Team (UNCT) to collaborate with the RC and UN system partners to strengthen UN system interagency coherence, collaboration, cooperation and harmonization of programming, common services, and operations. Ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF development planning and agenda/priority setting.
* Collaborate with inter-agency partners/colleagues on UNDAF (One) country development planning of programmes/projects.
* Build and strengthen strategic partnerships with government institutions, national stakeholders, and global partners/allies/donors/academia to advocate UNICEF goals to advance child’s right to survival, development and good being, mobilize resources, seek cooperation and establish alliances.

**5. Business Engagement and Partnerships**

* Lead the creation of a conducive and optimal environment, capacities, and systems within the country office, to allow the business and public sectors to be engaged appropriately for achieving programmatic results.
* Systematically integrate considerations and strategies around work with and on the private sector into programme strategies and plans; articulate the private-public sector joint contribution to achieving results for children in support of the Country Programme; and where applicable, the programmes globally.
* Ensure the consideration and integration of the Business Sector as an active stakeholder across programme sectors in the country programme planning process and (SitAn, Stakeholder Mapping, ToCs, Strategy Notes, Results Framework and Country Programme Management Plans) and subsequent roll out strategies and plans.
* Actively engage in identification and prioritization of potential Business and Public Sector stakeholders who can contribute significantly to achievement of country office results and global Strategic Plan Goals.
* Lead the office to build strategic engagements with the Business Sector to advance UNICEF’s programmatic goals through different engagement modalities at outlined in [Programme Guidance for Country Offices on Engagement with Business.](https://unicef.sharepoint.com/sites/GLB-BusinessForResults/DocumentLibrary1/UNICEF%20Guidance%20on%20Engagement%20with%20Business%20-%20Programme%20Guidance%20for%20Country%20Offices.pdf).
* Support the development and smooth execution of the resource mobilization strategy from public and private sectors, linking to the programme results. Engage with partners on concrete initiatives, linked to programmes initiatives that are supported by them.
* Manage the planning, monitoring, and reporting of achievements and results (qualitative and quantitative) of business engagement and partnerships initiatives within the country programme planning cycle and process, to create a holistic results narrative.
* Ensure alignment and stay updated on the latest developments, tools and guidance linked to Business for Results (B4R) through the Regional Offices, Regional Programme Networks, Regional Support Centers for PFP and Headquarter Divisions especially Programme Division. Lead the application of these tools and the capacity building of staff to integrate private sector engagement systematically in all programme areas.

**6. Innovation, knowledge management and capacity building**

* Advise the Representative and other internal colleagues in the CO on the development and implementation of policies and procedures, use of latest information technology and introduction of innovation and best practices in the CO to ensure optimum efficiency and efficacy in programming and operations.
* Coordinate the collection, institutionalization and sharing of lessons learned to enhance performance and to use lessons learned in development/policy planning.
* Promote learning and development through planning and organization of training events, activities, and other capacity building initiatives to enhance the competencies/productivity of staff members.

***To qualify as an advocate for every child you should have:***

**Education**

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

**Work Experience and Requirements:**

A minimum of eight years of professional development experience that combines technical and managerial leadership in development cooperation at the international level, some of which served in a developing country is required. Relevant professional experience in any UN system agency or organization is considered as an asset.

**Language Proficiency**

Fluency in both French and English is required.  Knowledge of another official UN language or local language of the duty station is considered as an asset.

***For every Child, you demonstrate...***

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and the UNICEF’s core competencies:

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

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

UNICEF is here to serve the world’s most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](https://www.unicef.org/careers/equity-inclusion-and-diversity-unicef), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](https://www.unicef.org/careers/compensation-benefits-and-wellbeing), including paid parental leave, breastfeeding breaks and [reasonable accommodation for persons with disabilities](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities). UNICEF strongly encourages the use of flexible working arrangements. UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Remarks:**

UNICEF’s active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable non-national of the country of assignment candidates are encouraged to apply.

UNICEF only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.