



UNITED NATIONS CHILDREN'S FUND  
(GENERIC) JOB PROFILE

## I. Post Information

Job Title: **Adolescent and Youth Development and Empowerment Specialist**  
Supervisor Title/ Level: **Chief of SBC Specialist Level 5**  
Organizational Unit: **Programme Section**  
Post Location: **Kinshasa, DRC**

Job Level: **Level 3**  
Job Profile No.:  
CCOG Code: **1L04**  
Functional Code: **AND**  
Job Classification Level: **Level 3**

## II. Organizational Context and Purpose for the job

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.

**Purpose for the job:** The **Adolescent and Youth Development and Empowerment Specialist** reports to the **Chief of SBC Section Level** for guidance and general supervision. The Specialist provides support to country office colleagues and internal and external partners and stakeholders throughout the programming processes by providing technical, administrative and operational support to ensure that adolescent development and participation and child rights established under the Convention on the Rights of the Child, international treaties/framework and UN intergovernmental bodies, are integrated in UNICEF's advocacy, policies, programmes and humanitarian work.

The Specialist contributes to achievement of concrete and sustainable results on adolescent development related programmes/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.

### III. Key function, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

1. Support to programmes development and planning
2. Programme management, monitoring and delivery of results.
3. Technical and operational support to programme implementation
4. Networking and partnership building
5. Innovation, knowledge management and capacity building
6. Coordination of the UN interagency adolescents and youth working group

#### 1. Support to programmes development and planning

- 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.
- 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.
- 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.
- 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.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on related programmes/projects.

### **6. Coordination of the UN interagency adolescents and youth working group**

- As lead the agency of the UN adolescents and youth group in 2024-2025, lead the design and implementation of adolescent and youth-focused programs in line with UNICEF's mandate and strategic objectives, ensuring alignment with the broader goals of the UN interagency coordination group.

- Collaborate with various stakeholders within the UN system, government entities, NGOs, and local communities to advocate for the rights and well-being of adolescents and youth in the DRC, fostering a coordinated approach to address their needs.
- Provide technical expertise and guidance on adolescent and youth issues to enhance the capacity of partners and facilitate knowledge sharing within the UN interagency coordination group, contributing to a more comprehensive and effective response.
- Monitor and evaluate the impact of interventions targeting adolescents and youth, utilizing data-driven approaches to assess program effectiveness, identify areas for improvement, and report on progress to internal and external stakeholders.

#### **IV. Impact of Results**

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.

#### **V. 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

#### **VI. Recruitment Qualifications**

Education:	<p>An advanced university degree in one of the following fields is required: anthropology, psychology, sociology, education or another relevant technical field.</p> <p>A first level university degree (Bachelor's) in the relevant fields, with an additional two (2) years of professional experience (7 in total) may be accepted in lieu of a master's degree.</p>
Experience:	<p>A minimum of five years of professional experience in social development planning, management in adolescent development related areas or youth empowerment is required.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in French or English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>