



**UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE**

I. Post Information

Job Title: **Social & Behavior Change Officer (S&BC)**
Supervisor Title/ Level: **Chief Field Office**
Organizational Unit: **Chittagong Field Office**
Post Location: **Chittagong Field Office**

Job Level: **Level 2**
Job Profile No.:
CCOG Code: **1L05**
Functional Code: **CFD**
Job Classification Level: **Level 2**

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 programmes, 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.

Job organizational context: The Social & Behavior Change Officer GJP is to be used in a UNICEF country office.

Purpose for the job: The Social & Behavior Change Officer reports to the **Chief S&BC/Chief, Field Office/S&BC Specialist** for supervision and guidance. The Officer provides technical and operational support to the S&BC Specialist and internal colleagues by planning, administering, implementing, monitoring and/or evaluating a variety of S&BC initiatives and activities to promote community engagement and participation, and measureable behavioral and social change/mobilization, requiring the application of technical and theoretical skills and thorough knowledge of organizational goals, rules, regulations, policies and procedures to complete tasks.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to strategy design and development of S&BC activities**
2. **Support to implementation of S&BC activities**
3. **Advocacy, networking and partnership building**
4. **Innovation, knowledge management and capacity building**

1. Support to strategy design and development of S&BC activities

- Research and/or participate in conducting comprehensive S&BC situation analysis of social, communication, cultural, economic and political issues in the country/region. Collect and synthesize qualitative and quantitative information and data to support the establishment of comprehensive and evidence-based information for developing and planning the S&BC component of the Country Programme of Cooperation (and UNSDCF
- Collect, synthesize, draft and/or organize materials and related documentations for evidence-based S&BC strategies and plans (as a component of the CO and/or UNSDCF Programmes) to ensure optimum impact, scale and sustainability of achievements/results.
- Assess, select and/or recommend appropriate information and materials for S&BC initiatives verifying accuracy and quality for dissemination.
- Monitor and assess the impact of S&BC strategies and activities on the CO and UNICEF goals to achieve measureable behavioral and social change resulting in the improvement of children's rights and wellbeing. Submit qualitative report/synthesis of results for development planning and improvement.
- Design, develop, pre-testing context specific S&BC materials and support to counterparts/ partners for implementation

2. Support to the implementation of S&BC activities

- Collaborate and/or consult with internal and external partners to provide operational and technical support to research, develop, and produce evidence-based strategies and test, produce and use quality S&BC materials, organize events and activities to ensure community engagement and participation, and maximum outreach and impact on behavioral and social change.
- Provide technical, administrative and logistical support and background materials to carry out S&BC strategies and activities and recommend operational strategies, approaches, plans, methods and procedures to ensure community engagement and participation, and optimum outreach and impact.
- Assess and recommend potential contacts, networks, resources and tools to support maximum impact and outreach of S&BC initiatives.
- Follow up and monitor the production of S&BC materials to ensure technical quality, consistency and relevancy of communications materials that are developed, produced and disseminated to target audience (e.g. individuals, communities, government officials, partners, media etc).
- Collect, assess and organize information for budget planning and management of programme funds and prepare documentations and related materials for financial planning for S&BC initiatives. Monitor/track the use of resources as planned and verify compliance with organizational guidelines, rules and regulations and standards of ethics and transparency.

3. Advocacy, networking and partnership building

- Build and maintain partnerships through networking and proactive collaboration with sub-national, national and international civil society organisations, community groups, leaders and other critical partners in the community and civil society to reinforce cooperation through engagement, empowerment and self determination and to pursue opportunities for greater advocacy to promote UNICEF mission and goals for child rights, social equity and inclusiveness.
- Collaborate with internal global/regional communication partners to harmonize, link and/or coordinate messaging to enhance S&BC outreach and contribution to programmatic outcomes

4. Innovation, knowledge management and capacity building

- Institutionalize/share best practices and knowledge learned/products with global/local partners and stakeholders to build capacity of practitioners/users and disseminate products to key audiences including partners and donors.
- Support the organization, administration and implementation of capacity building initiatives, including partnerships with training and academic institutions including private and public universities, to enhance the

competencies of clients/stakeholders/partners across programme sectors in S&BC planning, implementation and evaluation in support of programmes/projects. Develop training materials for training activities, and revise and update them as necessary.

IV. Impact of Results

The efficient and effective technical, administrative and operational support provided to the development and implementation of S&BC advocacy initiatives and products directly impact on the ability of UNICEF to promote social, political and economic action and changes in behaviors, social attitudes, beliefs and actions by communities, individuals and societies on children's rights, survival and wellbeing. This in turn contributes to enhancing the ability of UNICEF to fulfill its mission to achieve sustainable, locally-owned and concrete results in improving the survival, development and wellbeing of children in the country.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- 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)

or

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

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| Education: | A university degree in one of the following fields is required: social and behavioral science, sociology, anthropology, psychology, education, communication, public relations or another relevant technical field. |
| Experience: | A minimum of two years of professional experience in one or more of the following areas is required: social development programme planning, communication for development, public advocacy or another related area. Relevant experience in a UN system agency or organization is considered as an asset. |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. |

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

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| 1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below. | <input type="checkbox"/> Yes X <input type="checkbox"/> No |
| 2a. Is this a Direct* contact role? | X <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. <i>**"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i> | X <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3a. Is this a Child data role? *: | <input type="checkbox"/> Yes X <input type="checkbox"/> No |
| 3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) <i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Is this a Safeguarding response role* <i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i> | <input type="checkbox"/> Yes X <input type="checkbox"/> No |
| 5. Is this an Assessed risk role*? | <input type="checkbox"/> Yes X <input type="checkbox"/> No |

Social & Behavior Change Officer, NOB, FT, Chittagong (post no. 71527)

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| <i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i> | |
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¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.