



Temporary Appointment – Request Form

I. Post Information

Job Title: Social & Behavior Change Officer
Supervisor Title/ Level: Social and Behavior change officer - NOB - Programme Section
Type: Temporary Appointment
Post Location: Aden
FUNDING:
SM229930 WBS 4920A007880004001
Duration: 12 months

Job Level: Level 1
Job Profile No.:
CCOG Code: 1A02
Functional Code: PMA
Job Classification Level: Level 1

II. PURPOSE OF THE JOB (Principal Accountability)

Purpose for the job: The Social & Behavior Change Officer reports to the S&BC NOB officer for close supervision and guidance. The Officer provides technical and operational support to the supervisor and internal colleagues by administering, executing and implementing a variety of tasks to promote community engagement and participation, and measurable behavioral and social change/mobilization, requiring the application of technical and theoretical skills and the study of organizational goals, rules, regulations, policies and procedures.

Requirement for the position/programmatic needs for Yemen Aden FO:

1. Research and/or participate in conducting comprehensive S&BC situation analysis of social, cultural, economic, communication 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 Programmes of Cooperation (and UNDAF).
2. Collect, draft and/or organize materials and related documentations for S&BC strategies and plans (as a component of the CO and/or UNDAF Programmes) to ensure optimum impact, scale and sustainability of achievements/results.
3. Assess and/or recommend appropriate information and materials for S&BC initiatives verifying accuracy and quality for dissemination.
4. Assess the impact of S&BC activities on the CO and UNICEF goals to achieve measurable 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.
5. Generate evidence and analyze SBC programs' IMS reports and identify and report on response priorities, gaps in assistance and areas that need additional interventions to improve quality of service delivery.

6. Knowledge Management and information sharing, using internet, e-mail groups, written reporting, verbal feedback at coordination meetings in coordination with other implementing partners and the nutrition working groups.
7. Monitoring and updating health and nutrition programme log frames in consultation with the technical officers.

Key End-Results Expected

- 1.
8. Collaborate with internal and external partners to provide operational and technical support to the design of S&BC strategies, and research, develop, test, produce and use quality S&BC materials and/or organize events and activities to ensure maximum outreach and impact on behavioral and social change of target audience.
9. Provide technical, administrative and logistical support and background materials to carry out S&BC activities and recommend operational strategies, approaches, plans, methods and procedures.
10. Assess and recommend potential contacts, networks, resources and tools to support the maximum impact and outreach of S&BC initiatives.
11. Follow up on 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).
12. Collect, assess and organize information for budget planning and management of programme funds and prepare documentations and related materials for financial plan 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.

KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and the given organizational set-up, the incumbent may be responsible for all or most of the following areas of major duties and key end results.

1. Knowledge Management for Programmes

13. Institutionalize/share best practices and knowledge learned/products with global/local partners and stakeholders to build capacity of practitioners/users, and disseminate lessons learned to key audiences including donors and partners.
14. Support the organization, administration and implementation of capacity building initiatives 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 them periodically for improvements and updates.

2. Programme Development and Management

15. Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress.
16. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose programme recommendations for inclusion in formal programme documentation, and new

approaches, methods and practices for supervisor.

3. Optimum Use of Program Funds

Monitors programme implementation progress and compliance. Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds.

4. Programme Monitoring and Evaluations

17. Undertakes field visits to monitor and assess progress of programme implementation and decides on required corrective action.
18. Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in consultation with the SBC technical team, and other sections to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual program status reports in a timely manner, as required.

5. Rights-Based and Results-Based Programme Management Approach

19. Support a rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Collaborate with partners and assist in the strengthening of quality child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects.
20. Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.
21. Provide professional technical assistance in preparing viable recommendations on project implementation, alternative approaches, new initiatives and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.

6. National and Local Capacity Building/Sustainability

22. Provide government authorities with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.
23. Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous support, coordination, and collaboration for sustainability.
24. Capacity building of UNICEF's SBC (Government, INGOs & Local NGOs) staff for managing SBC programs' information during implementation of the programme along with emergency response intervention through provision of technical guidance and on-the-job training of the implementing partners' focal persons.

7. Rights Perspective and Advocacy at the National, Community and Family Levels

- Build and maintain partnerships through networking and proactive collaboration with national and international civil society organizations, 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's 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.

8. Partnership, Coordination and Collaboration.

25. Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Establish and maintain linkage to the CO Programme Knowledge Network to ensure the availability of current and accurate programme data.
26. Collaborate with the Aden program sections establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).
27. Maintain close collaboration with SBC Section for overall coordination.
28. Provide professional support in the provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF programme.

JOB GRADE FACTORS

P1/NOA Grade

29. The nature of decision-making is primarily choosing methods of work and prioritizing project activities in accordance with the established workplan. Regularly make recommendations to the supervisor on appropriate courses of action regarding project adjustments
30. The impact of the actions affects the quality of services, efficiency of processing and delivery in support of a country programme.
31. Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.
32. Conduct research, data collection & analysis requiring analytical / conceptual thinking and organization skills at a professional level.
33. The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.
34. Provide briefings, trainings, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.
35. The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.
36. Draft correspondence, reports for signature of supervisor, requiring professional writing and reporting skills.

Recruitment Qualifications

37. 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 one year of professional/**technical** experience in one or more of the following areas is required: social development programme planning, communication for development, public advocacy or another related area.

Background/familiarity with emergency is considered as an asset.

38. Language Requirements

Fluency in English and Arabic is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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

i) Core Values

39. Care
40. Respect
41. Integrity
42. Trust
43. Accountability

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

44. Nurtures, Leads and Manages People (1)
45. Demonstrates Self Awareness and Ethical Awareness (2)
46. Works Collaboratively with others (2)
47. Builds and Maintains Partnerships (2)
48. Innovates and Embraces Change (2)
49. Thinks and Acts Strategically (2)
50. Drive to achieve impactful results (2)
51. Manages ambiguity and complexity (2)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

52. Demonstrates Self Awareness and Ethical Awareness (1)
53. Works Collaboratively with others (1)
54. Builds and Maintains Partnerships (1)
55. Innovates and Embraces Change (1)
56. Thinks and Acts Strategically (1)
57. Drive to achieve impactful results (1)
58. 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.

5) Technical Knowledge

i) Specific Technical Knowledge Required (for the Job)

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.

ii) Common Technical Knowledge Required (for the job group)

- Methodology of programme/project management
 - UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural outbreaks/epidemics and C19 RCCE.
 - UNICEF emergency programme policies, goals, strategies and approaches.
 - Gender equality and diversity awareness

iii) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNSECORD training for members of Security Management Team.

VII. Signatures- Job Description Certification

Name: Philippa Morgan

Title: Programme Manager (Aden)

Signature: *Philippa Morgan*

Date: 3/12/2023

Name: Dennis Chimanya

Title: Chief of SBC

Signature:

Date:

Name: Bettina Hasel

Title: Chief HR

Signature:

Date:

Name: Peter Hawkins

Title: representative

Signature:

Date:

