

UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

JOB TITLE: Programme and Social Policy Specialist
JOB LEVEL: P- 4
REPORTS TO: Head of Office
LOCATION: Poland Refugee Response Office, Warsaw

JOB PROFILE NO.: __
CCOG CODE: __
FUNCTIONAL CODE: __
JOB CLASSIFICATION _____

ORGANIZATIONAL CONTEXT

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.

The UNICEF Refugee Response Office (RRO) in Poland was one of four new UNICEF offices established in March 2022 after the escalation of the war in Ukraine to support national and local authorities in Europe to meet humanitarian needs in line with UNICEF's Core Commitments to Children in Humanitarian Action (CCCs). Poland welcomed an estimated 3.5 million persons (more than other neighbouring countries combined) and facilitated the transit of over 9 million Ukrainians within the first few months of the crisis. There are currently approximately 950,000 Ukrainian refugees registered in Poland, the majority of whom are children and women.

PURPOSE OF THE JOB

Under the broad supervision of the RRO Country Coordinator, accountable for overall leadership, and managerial guidance on programme policy direction and new initiatives, with a focus on ensuring cross-sectoral coordination and social policy programming that will ensure sustainable social inclusion of refugee children in national systems in Poland.

Summary of key functions/accountabilities:

- 1. Policy advice and cross-sectoral coordination for the Refugee Response Office**
- 2. Management, monitoring and quality control of programmes**
- 3. Improving use of public financial resources for refugee and other vulnerable children**
- 4. Strengthening capacity of local governments to plan, budget, consult on and monitor child- and refugee-focused social services.**
- 5. Strengthening capacity of local governments to plan, budget, consult on and monitor child- and refugee-focused social services.**
- 6. Advocacy and partnerships for child-sensitive social policies**

Key functions, accountabilities and related 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. Policy Advice and Cross-Sectoral Coordination**

UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

- Provide expert technical and policy advice to the Country Coordinator on programme strategies, planning and courses of action, with a special focus on multi-sectoral and cross-cutting programme initiatives and social policies.
- Monitor refugee response developments, activities, and frameworks at the international, national, regional and local levels. Initiate new approaches and develop methodologies to best meet goals and objectives.

2. **Management, monitoring and quality control of programmes**

- Ensure the achievement of programme and project goals by providing overall leadership and managerial guidance to the programme teams on programmatic direction and work plans, and by monitoring compliance and performance standards.
- Promote rights-based programmes approach in the formulation of programme goals and objectives. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.
- 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 Country Coordinator on solutions to ensure delivery of results as planned.
- 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 Country Coordinator.
- Coordinate and/or provide advice on the preparation of mandated programme reports. Confirm accuracy of reports prior to approval by Country Coordinator.
- Lead multi-sector coordination and collaboration with the Regional Office and HQ divisions on programmatic issues related to the refugee response.

3. **Improving investment of public financial resources for refugee and other vulnerable children**

- Lead evidence generation and provide technical assistance in support of UNICEF's advocacy to line ministries, planning commissions, regions and municipalities to improve equitable allocations for essential services for the most vulnerable children, especially refugees.
- Identify and advocate for policy options for improved domestic financing of child-sensitive refugee response programmes, and for the inclusion of refugee children in national and local social services and social protection systems.

4. **Strengthening capacity of local governments to plan, budget, consult on and monitor child- and refugee-focused social services.**

UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

- In the context of decentralized social service provision and the leadership role of municipalities in the refugee response, collaborates with central and local authorities to improve policies, planning, budgeting, consultation and accountability processes so service delivery more closely responds to the needs of refugees and other vulnerable groups.
- Collaborates with the central and local authorities to strengthen capacity on quality data collection, analysis for policy development, planning, implementation, coordination, monitoring of essential social services, with emphasis on community participation and accountability.

5. **Advocacy and partnerships for child-sensitive social policies**

- Establish effective partnerships and collaboration with the Government, bilateral and multilateral donors, NGOs, civil society and local leaders, the private sector, and other UN agencies to support sustained and proactive commitment to the rights-based social inclusion of refugee and other vulnerable children
- Represent UNICEF in meetings with government officials as well as multi-lateral, bi-lateral agencies and civil society organizations to conduct programme advocacy and negotiations, identify strategic alliances and influence policy development to facilitate achievement of programme goals and objectives.
- Support correct and compelling use of data and evidence on the situation of refugee and other vulnerable children and coverage and impact of the inclusion of child refugees and their families in national and decentralized social services.

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

UNITED NATIONS CHILDREN'S FUND JOB PROFILE

i) Core Values

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

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

- Nurtures, Leads and Manages People (2)
- 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

Education:	An advanced university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field. Two additional years of work experience substitute an advanced university degree.
Experience:	A minimum of eight years of relevant professional work experience is required. Experience with development, or child rights programming in upper-middle or high-income settings is considered an asset.

UNITED NATIONS CHILDREN'S FUND JOB PROFILE

	<p>Experience working with social policy (public finance for children or social protection) programming is considered an asset.</p> <p>Experience working with EU funds and/or institutions is considered a strong asset.</p> <p>Background and/or familiarity with emergency, especially in refugee settings, is considered a strong asset.</p>	
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Russian) or Polish or Ukrainian is an asset.	