

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

JOB TITLE: <u>Programme Officer</u> JOB LEVEL: <u>P- 2/NOB</u> LOCATION: <u>Field (Country) Office</u>	CCOG CODE:1A02 FUNCTIONAL CODE: PMA JOB CLASSIFICATION: P2/NOB
PURPOSE OF THE JOB <p>Under the guidance of the supervisor, provide professional technical assistance and support for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of programme goals and objectives.</p>	
KEY END-RESULTS EXPECTED <ol style="list-style-type: none"> 1. Effective knowledge management and systems, information exchange and the development of training and orientation materials developed and deployed for strengthening of country programme management and activities. 2. Situation Analysis prepared/updated, critical programme intervention point/measures identified, and programme work plans/recommendations prepared and incorporated. Programme reports prepared as required. 3. Programme funds optimally used. 4. Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared. 5. Rights-based and results-based programming approach fully incorporated into all phases of programme and projects processes. 6. Commitment and institutional capacities of the national and local partners gained and established. 7. Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates. 8. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking. 	
KEY ACCOUNTABILITIES and DUTIES & TASKS <p><i>Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.</i></p> <ol style="list-style-type: none"> 1. <u>Knowledge Management for Programmes</u> Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases. Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance. Participate in the preparation of, and making professional contribution to, the preparation of programme reports required for the management. 	

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2. Programme Development and Management

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. 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 program 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

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

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 Representative, the Operations Officer, the Evaluation Officer and others 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

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. 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.

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

Provide government authorities with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.

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.

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

Analyze programme related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates. Promote the organization goals of UNICEF through active advocacy and communication.

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8. Partnership, Coordination and Collaboration.

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 Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to 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).

Maintain close collaboration with Regional Advisers and HQ Officers for overall coordination.

Provide professional support in 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 ¹

P2 Grade

- The impact of the actions affects the quality of services, efficiency of processing and delivery, performance of systems and teamwork in support of the country programme. Supervise the work of junior staff.
- Regularly makes recommendations on project implementation, alternative approaches, and optimal utilization of UNICEF resources.
- Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.
- Conduct research, data collection & analysis requiring analytical and conceptual thinking at a professional level.
- The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.
- Provide briefings, training, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.
- The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.

Recruitment Qualifications

1. Education

A university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

2. Experience

A minimum of two years of relevant professional work experience is required.

Experience working in a developing country is considered as an asset.

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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Background/familiarity with emergency is considered as an asset.

3. 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.

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

i) Core Values

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

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.

5. Technical Knowledge

a) 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.

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b) 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 disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- [Gender equality and diversity awareness](#)

c) 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.