



**UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE**

**I. Post Information**

Job Title: Chief of Field Operations  
Supervisor Title/ Level: Representative, D1  
Organizational Unit: Myanmar Country Office  
Post Location: Yangon, Myanmar

Job Level: P-5  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

**II. Strategic office 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.

**Strategic office context :**

UNICEF has been in Myanmar for almost 70 years, working with Government to help put in place policies and strategies that support improvements for children, with a focus on the most vulnerable. Since 2016, progress on reforms has been slower than anticipated and government has remained highly centralized. Pockets of profound poverty persist across the country and there has also been a sharp escalation of conflict in Rakhine, Kachin and Shan States, with an increase in grave human rights violations. Therefore the UNICEF Myanmar Country Office (MCO) continues to work with Government at the central and sub-national levels, as well as with NGOs and communities, to ensure that children are reached by essential services, including those children that are affected by conflict and natural disasters.

The Chief of Field Operations is a key management role based in the country office, responsible for the leadership, coordination and management of programme and operations at the sub-national level, as well as management of field offices (FO) and sub-offices (SO), with a focus on strengthening programming and operations at the sub-national level to ensure delivery of services in areas where child deprivation and vulnerability are the most acute.

**Purpose for the job:**

The Chief of Field Operations is responsible for overseeing the delivery and monitoring of the Myanmar Country Programme at the sub-national level through the provision of strategic guidance, oversight and coordination of programme interventions to ensure that the rights of children and women are upheld by duty bearers and right holders across Myanmar. The incumbent is responsible for providing strategic guidance and administrative oversight of the Chiefs of Field Office (CFO) and ensuring they are represented and participate effectively at the senior management level. She/He is also responsible for ensuring office-wide systems, processes and approaches for strengthening decentralization are in place, function effectively and are appropriate to the context of Myanmar. In addition, the Chief of Field Operations is responsible for supporting MCO to ensure that programming is conflict sensitive and underpinned by a human rights based approach (HRBA), as well as ensuring that the FOs have the capacity to deliver against these areas of work and prepare for and respond to emergencies, both through Government, NGO partners and direct delivery. He/She will work with the Country Office and FOs to foster programming at the field level that more effectively bridges the humanitarian-development nexus (HDN). Finally, the Chief of Field Operations is responsible for providing oversight of field operations and security, to ensure that FOs have the resources and assets they need and that these resources are managed effectively and in compliance with UNICEF rules and regulations.

This is a crucial role based in the Yangon Hub of the Country Office, with frequent visits to the FOs and Nay Pyi Taw. The role reports to the Representative and is part of the senior management team. The Chief of Field Operations will manage and coordinate five CFOs in Hakha, Hpaan, Myitkyina, Sittwe and Taunggyi, as well as ensuring effective management of two Heads of Sub-Office (HSO) in Lashio and Maungdaw and managing a small Field Operations team in Yangon. The role works in close cooperation with the Deputy Representatives of Programme and Operations, the Chiefs of Emergency and PME, as well as the Section Chiefs.

### **III. Key functions, accountabilities and related duties/tasks:**

#### **Summary of key functions/accountabilities:**

#### **Provide leadership and guidance to the delivery of the Country Programme at the sub-national level**

- Provide strategic leadership and guidance to the CFOs to ensure effective management and coordination of all UNICEF programmes at the sub-national level, including development and humanitarian programmes, working closely with the Deputy Representative Programmes and Section Chiefs;
- Ensure the quality of FO inputs to the design, planning and implementation of the Country Programme, including the Country Programme Document, Country Programme Management Plan, Multi-Year Work Plans (MYWP), Humanitarian Action for Children (HAC), Programme Documents and area-based strategies and plans;
- Support effective field monitoring and reporting, including providing strategic guidance to CFOs, quality assuring FO inputs to key reports and ensuring capacity development of UNICEF field staff and partners;
- Promote effective coordination between the FOs and Country Office with regards to the design, planning and delivery of the Country Programme;
- Ensure that the strategic perspectives from the sub-national level are represented in external forum, including through representing UNICEF and supporting the Representative in inter-agency, donor and government forum, including as relevant the UNCT, HCT, UNDAF working groups and Cooperation Partners Group.
- Contribute to maintaining effective relationships with key UN agencies with presence in the field, including OCHA, UNDP, UNFPA, UNHCR and WFP; and

- Support donor engagement, including supporting resource mobilization for area-based programming, providing guidance to CFOs on engaging donors and contributing to maintaining effective relationships with key UNICEF donors investing in UNICEF's programmes in the field.

**Provide overall leadership and guidance to ensure effective decentralization**

- Provide overall leadership to ensuring office-wide systems and approaches for decentralized working are in place and are reviewed and adjusted on an ongoing basis, working closely with the Deputy Representatives for Operations and Programme, the Chief of PME and Chiefs of Section. Key areas of focus will include planning, monitoring, HACT assurance, reporting, partnership management, budget management, resource mobilization and emergency preparedness and response;
- Ensure a clear framework of accountabilities and supporting standard operating procedures for the Country Office and FOs are in place, understood by all staff and reviewed and updated on an ongoing basis, as well as supporting effective matrix management across MCO;
- Provide leadership and guidance to FOs on the development of MYWPs in their areas of operation, ensuring that their accountabilities are clear and that work plans are realistic and implemented effectively;
- Ensure governance mechanisms are in place that support effective coordination and collaboration between the CO and FOs, as well as participation of CFOs and representation of field perspectives in UNICEF management structures, including the CMT, EMT, Section Chiefs meeting, Programme and Annual Review meetings and technical calls with the RO and HQ; and
- Ensure FOs have the capacity to deliver on their respective accountabilities and responsibilities, including through identifying staff development needs and human resource requirements, and ensuring the required training, guidance and recruitment is carried out.

**Provide strategic oversight and coordination of UNICEF field operations**

- Provide strategic leadership and guidance to the CFOs to ensure effective management and coordination of all UNICEF operations at the field level, working closely with the Deputy Representative Operations, the Security Officer and the Operations team;
- Provide quality assurance of field contributions to and compliance with key operational plans and procedures, including supply plans, business continuity plans, security protocols and procedures;
- Provide oversight of risk management and security in the field, updating senior management on security incidents as required and ensuring that CFOs have the resources and knowledge to manage the security and welfare of UNICEF field staff;
- Ensure the FOs have the capacity to deliver on their accountabilities and responsibilities with respect to all other aspects of field operations, including but not limited to management of budgets, supplies and human resources, in line with due diligence, PSEA and other requirements; and
- Promote effective coordination between the Field Offices and Country Office with regards to operations at the field level.

**Provide leadership and guidance to strengthen HRBA, conflict-sensitivity and HDN programming**

- Provide overall leadership to UNICEF's approach to HRBA, conflict-sensitivity and HDN, working closely with the Deputy Representative, Chief of Emergency, Chief of Child Protection and other Section Chiefs to ensure a coherent and coordinated approach to mainstreaming these issues into development and humanitarian programming;
- Ensure collection, analysis of data and use of information on key human rights issues relating to UNICEF's programme in Myanmar and support senior management and Section Chiefs to promote strategies, planning and financing for mainstreaming HRBA and conflict-sensitivity into development and humanitarian programming;

- Ensures systems and approaches are in place that enables UNICEF to play a stronger role in bridging development and humanitarian programming, including coordinating with other actors as required;
- Provide technical support and guidance to CFO and FO staff to develop and deliver programming that mainstream HRBA and conflict-sensitivity, as well as supporting the roll-out of national strategies and plans; and
- Ensure that training on HRBA, conflict sensitivity and HDN programming is provided to UNICEF staff and partners, enabling them to develop the required capacities.

**Provide oversight and coordination of emergency preparedness and response at the field level**

- Ensure emergency preparedness and response at the field level is effective, coordinated and in line with Country Office strategies and plans, working closely with the Chief of Emergency;
- Ensure that FOs comply with all emergency preparedness requirements, aligned with the Emergency Preparedness Platform (EPP), and review preparedness in line with evolving scenarios and needs on the ground, feeding into the Country-level EPP;
- Ensure that FOs respond to ongoing and new emergencies in a timely fashion and that field-based budget, supplies and human resources are used in accordance with agreed strategies and response plans;
- Provide leadership and guidance to CFOs on coordination of humanitarian action at the field level, including ensuring coordination across FOs, between FOs and with humanitarian partners, including Government partners, UN agencies and NGOs;
- Ensure the quality of field contributions to emergency appeals, plans and reports;
- Ensure that the FOs have the knowledge and capacity to deliver on their accountabilities and responsibilities for emergency preparedness and response and that they receive the support they require, including mentoring, guidance and training from the Emergency Unit and other resources; and
- Promote effective coordination between the FOs and Country Office with regards to humanitarian action, including a focus on ensuring effective working between Field Operations and the Emergency Unit.

**IV. Impact of Results**

Through effectively undertaking their role, the incumbent will help UNICEF support the Government of Myanmar to accelerate the realization of rights for all children by ensuring that children, adolescents and women in Myanmar are better protected and have more equitable and inclusive access to quality basic services. Specifically, the incumbent will help strengthen UNICEF's capacity for bottom-up programming within the complex operational environment of Myanmar, through strengthening internal systems and approaches for developing and delivering the Country Programme through sub-national government and other key stakeholders. This will include a transfer of skills and knowledge to UNICEF field-based staff and partners. The incumbent will ensure that UNICEF resources are used effectively at the sub-national level, in compliance with UNICEF rules and procedures, ensuring that all resources are used to maximum impact in terms of the delivery of results for the most vulnerable children. In addition, the incumbent will help strengthen capacity within UNICEF and partners for human-rights based and conflict sensitive programming, ensuring that UNICEF programmes do not create harm and promote rather than inadvertently undermining children and women's rights in areas affected by human rights violations. The incumbent will help UNICEF Myanmar to foster coherence and complementarity between development and humanitarian programming to ensure more effective and efficient programming and service delivery at the field level.

<b>V. Competencies and level of proficiency required</b>	
<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> </ul> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>• Communication (Level 3)</li> <li>• Working with People (Level 3)</li> <li>• Drive for Results (Level 3)</li> </ul>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Leading and Supervising (Level 3)</li> <li>• Formulating Strategies and Concepts (Level 3)</li> <li>• Analyzing (Level 3)</li> <li>• Relating and Networking (Level 3)</li> <li>• Persuading and Influencing (Level 3)</li> </ul>

<b>VI. Recruitment Qualifications</b>	
Education:	<p>Advanced university degree in any of the following: Social Sciences, International Relations, Human Rights, Public Administration, Business Administration, Public Health or Education.</p> <p>A first university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of advanced university degree.</p>
Experience:	<p>At least ten years of progressively responsible professional work experience at the national and international level in both development and humanitarian settings on programme development and delivery. Experience in both developing and middle-income countries an asset.</p> <p>Experience of supporting programme delivery at the level of field or zonal offices</p> <p>Experience of right-based and results-based programming. Experience of conflict-sensitivity and HDN an asset.</p> <p>Extensive experience of successful organizational and people management with a sound track record of good supervisory and change management skills</p>
Language Requirements:	<p>Fluency in English is required and another UN working language is an advantage.</p>