



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

POST#: 110585

Job Title: **Programme Officer – CSO Engagement** (Temporary Appointment)
Supervisor Title/ Level: **Maternal & Child Health Specialist**

Organizational Unit: **Child Survival and development**

Post Location: **Solomon Islands**

Job Level: **Level 2**

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level: **(For non GJP)**

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 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.

Job organizational context: The Programme Officer – Civil Society Organization (CSO) engagement will work under the supervision of the Maternal and Child Health Specialist based in Honiara with technical support from the Maternal and Child Health Specialist in Suva/Chief of Child Survival and Development based in Suva. The Chief of Field Office provides overall management and coordination in the in the Solomon Islands Field Office.

Purpose for the job: Solomon Islands is a Gavi eligible country in accelerated transition phase. UNICEF being a key partner, provides technical assistance to the Ministry of Health and Medical Services (MHMS) in implementing funding support secured from Gavi, the Vaccine Alliance. UNICEF will be engaging Civil Society Organizations (CSOs) on behalf of the MHMS to provide demand generation activities in targeted provinces and communities, with the aim of improving coverage through increased awareness and community ownership/participation.

The Programme Officer will primarily provide project management drafting a request for proposal (RFP) and identification of suitable CSOs, identify target communities, develop a detailed activity implementation plan, provide monitoring and quality assurance, reporting and documentation. In addition, the Programme Officer will liaise with the CSO to conduct community visits or sessions and help build MHMS capacity to be able to manage future CSO engagements.

Being part of the UNICEF Pacific Child Survival and Development Program will contribute to delivery of results, implementation and reporting on the CSD workplan for Solomon Islands.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Project Development and Planning**
- 2. Quality Assurance and Monitoring of Results**
- 3. Technical Assistance to the CSO during program implementation**
- 4. Capacity building for the MHMS to manage future CSO engagements**

1. Project Development and Planning

- Assist in identifying suitable CSOs through drafting and review of Request for Proposals (RFPs), and head hunting of CSOs when necessary
- Guide the CSO in developing detailed activity plans and support activities to be captured on the Provincial and MHMS Annual Operational Plan
- Work to facilitate the contracting process of select CSOs by UNICEF, in the Solomon Islands to implement EPI and associated child survival demand generation activities.
- Prepare required documentations/materials to facilitate the program review and approval process.
- Facilitate the participation and presentations by contracted CSOs in the quarterly Family health committee/ Interagency Coordinating Committee on Immunization (FHC/ICC)

2. Quality Assurance and Monitoring of Results

- Conduct periodic programme monitoring or assessment visits in conjunction with the MHMS and the CSO to provide oversight and quality assurance
- Assist the CSO in collecting, documenting, analyzing and reporting disaggregated immunization data which demonstrates results of interventions
- Provide inputs in the drafting of indicators and any assessment protocols to track performance
- Monitor and report on the use of program resources (financial, administrative and other assets), verify compliance with approved allocation and HACT procedures.
- Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular program reports for management and contribute to donor reporting against indicators.

3. Technical Assistance to the CSO during program implementation

- Work closely and collaboratively with the MHMS, contracted CSO and other partners to discuss operational and implementation issues, provide solutions, recommendations and adjustments when appropriate
- Participate in community engagement and awareness sessions organized by the CSO

4. Capacity building for the MHMS to manage future CSO engagements

- Research and share any global experiences and best practices with the CSO and MHMS on CSO engagement in developing countries including pacific island countries
- Conduct a mapping of the MHMS processes for engaging CSOs and third parties and gap analysis
- Contribute to a roadmap of building the MHMS capacity to sustainably be able to manage future CSO engagements
- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Programme Officer to program preparation, planning, monitoring and implementation of CSO engagement facilitates the delivery of concrete and sustainable results for the children and builds the capacity of the MHMS to be able to manage future CSO engagements.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

<u>Core Values</u> <ul style="list-style-type: none">▪ Commitment▪ Diversity and inclusion▪ Integrity <u>Core competencies</u> <ul style="list-style-type: none">▪ Communication (II)▪ Working with people (I)▪ Drive for results (I)	<u>Functional Competencies:</u> <ul style="list-style-type: none">▪ Formulating strategies and concepts (I)▪ Analyzing (II)▪ Applying technical expertise ((II)▪ Learning and researching (II)▪ Planning and organizing (II)
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VI. Recruitment Qualifications

Education:	A University Degree in Project Management, Business Administration, Public Health Community Engagement, Public health etc, is required. An advanced degree in relevant area will be an advantage.
Experience:	A minimum of 2 years of professional experience in project management of health-related activities required. Experience with community work with CSOs and, or FBOs will be an

	advantage. Also, program/project development experience in NGOs and UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset