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| **I. Post Information** | |
| Job Title: **Youth Engagement Officer**  Supervisor Title/ Level: **Communication Specialist, Level 3**  Organizational Unit: **Communication**  Post Location: **Kyrgyzstan Country Office** |  |

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| II. Organizational context and purpose for the job |
| In recent years UNICEF has increased its focus on young people. Being important drivers of change, children and young people are essential partners and contributors to both the development and implementation of UNICEF’s Strategic Plan 2022-2025. With a new and ambitious SP, UNICEF intends to be deliberate and committed in fully involving children and young people in creating the solutions to accelerate the realization of the SDGs and driving change forward.  UNICEF launched the Global Volunteer Initiative in January 2018 with the mandate to build or scale volunteer programmes with the acknowledgement of the potential of people power. The main goal of the Volunteer Initiative, Our UNICEF, is to promote the participation of young people in volunteering activities by providing them with the opportunity to engage in UNICEF’s action to protect children’s rights and wellbeing. In 2018, following the global initiative OUR UNICEF, Kyrgyzstan Country Office launched a pilot project to engage university students as volunteers in supporting the Safe Schools programme in Kyrgyzstan.  In 2023, the programme continued building on the volunteer’s capacity to amplify UNICEF’s advocacy efforts and contribute to raising awareness on child rights issues in the country, while also contributing to social and behavioral change.  The **Youth Engagement Officer** will be in charge of coordinating and mobilizing UNICEF Volunteers, under the supervision of the Communication Specialist. Under the guidance of the supervisor, the Programme Officer provides professional technical assistance and support for Volunteers programme design, planning and implementation, management and evaluation of programme/project activities.  As part of Youth Engagement Strategy, UNICEF Kyrgyzstan launched U-Report in 2021. To date, there are more than 15,000 U-Reporters. The Officer will be responsible for maintaining, promoting U-Report as well as co0nducting frequent polls via RapidPro system.  **Organizational context**  The Youth Engagement Officer GJP is to be used in a Kyrgyzstan Country Office. Youth Engagement Officer reports to the Communication Specialist, who is at **Level 3.**  **Purpose of the job**:  This role will assist UNICEF Kyrgyzstan office to develop, implement and monitor effective and engaging advocacy campaigns involving young people. Under the leadership of Chief of Communications and in close coordination with ADAP section, the role will support the development and implementation and monitoring of youth advocacy campaign strategies, partnerships management, and content creation. |
| III. Key functions, accountabilities and related duties/tasks: |
| **Summary of key functions/accountabilities:**   1. Volunteer programme strategy development and implementation 2. U-Report Engagement Platform management 3. Youth Advocates 4. Safeguarding and participation 5. Youth Engagement M&E via Volunteers and U-Report programmes 6. Project and budget management 7. Volunteers and U-Report capacity building & Knowledge Management 8. Stakeholder engagement 9. Others |
| This staff member will support the development of effective, integrated strategies for youth engagement in advocacy and campaigning. They will work collaboratively with colleagues across teams, as well as with external partners, to create meaningful opportunities for young people to take action in support of children’s rights through UNICEF’s campaigns and priority initiatives.  Duties include:   1. Volunteer programme strategy development and implementation:  * Initiate the development of the volunteer’s engagement strategy for the biennium 2023-2024 to achieve CPD targets. * Ensure of completion of DRR project funded by the Japan Government * Assist in the development and implementation of communication content development with and for youth as part of campaigns and advocacy priorities.  1. U-Report Engagement Platform management:  * Support content moderation, community management, the identification of UNICEF’s advocacy areas and knowledge gaps, and the creation of relevant questions for U-Report, analysis and narratives, and M&E for youth focused digital platforms/communities. Assist in the local coordination and implementation of U-Report. Ensure close consultation and collaboration with Youth Officer and ADAP section.  1. Youth Advocates:  * Support the implementation of a local Youth Advocates programme: researching potential youth advocates; supporting workplan development and communication; supporting youth advocates in preparation for events/media; documenting learnings and successes. * Coordinate with Education and Health sections (including ADAP) to plan youth-led public dialogue and awareness-raising forum on the health impact of air pollution and areas around environmental degradation and climate change, in general.   Consult with different sections to identify collaborative areas where youth advocates can play a role.   1. Safeguarding and participation:  * Ensure adherence to principles of child/youth participation and safeguarding when assisting in the development/implementation of all campaigns, communication products and platforms. * Align UNICEF Kyrgyzstan internal procedures with the global guidance on volunteers’ programme, providing, when necessary, guidance to senior management on when and if reputational risk or other risks might arise and possible mitigation measures.  1. Youth Engagement M&E:  * Support the monitoring and evaluation of youth engagement strategies, campaigns, initiatives and platforms. Assist in the preparation of relevant reports. * Ensure an easy access and up-to-date database of all volunteers engaged in UNICEF work;  1. Project and budget management:  * Support the day-to-day delivery of key projects/ workstreams, developing and tracking project plans to ensure progress and address obstacles and bottlenecks. Support effective budget management, projections and tracking.  1. Volunteers and U-Report capacity building & Knowledge Management:  * Support the implementation of capacity building and knowledge management efforts. Assist in the development of trainings and workshops; and develop and disseminate case studies and other knowledge management products.  1. Stakeholder engagement:  * Research current and potential partners. Assist and maintain a database of formal and informal partnerships and networks whose support is essential to achieving objectives. Support the flow of information to key stakeholders.  1. Others:  * Undertake other key responsibilities as required. |
| **CHILD SAFEGUARDING**  Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work, UNICEF personnel or UNICEF associates. The risks may include those associated with physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.  Certain UNICEF positions present elevated child safeguarding risks (“elevated risk roles”) and candidates and/or incumbents may be subject to more rigorous vetting and training. Roles may be elevated risk roles because of significant unsupervised direct contact with children, their data, having a role in responding to safeguarding incidents, or being otherwise assessed as presenting an elevated risk. This position has been identified as a direct contact role.  *Note: To appropriately categorize this position, please refer to the* [*Guidance on Identifying & Assessing Elevated Risk Roles*](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/HR-Guidance-on-How.aspx) *for this job profile and remove non-applicable description in the highlighted area above.* |

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| IV. Impact of Results |
| The efficiency and efficacy of support provided by the Youth Engagement Officer:   * Increased capacity to engage young people as advocates and champions for children’s rights through flagship campaigns and platforms. * Strategic, innovative, effective and engaging campaigns with increased and robust participation of young people, ultimately helping to achieve key advocacy objectives for the organization. * A positive brand image among young people, laying the groundwork for sustained supporter engagement. |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i)**  **Core Values**   * Care * Respect * Integrity * Trust * Accountability   **ii) 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) |

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| **VI. Recruitment Qualifications** | |
| Education: | University degree in Communications, Marketing, Journalism, International Relations, International Development, or another related field or a related field. |
| Experience: | At least two (2) years of relevant professional work experience in advocacy/ campaigning and communications focused on young people is required.  Experience in supporting the development and implementation of youth engagement strategies, with specific, measurable and timebound objectives and performance indicators.  Demonstrated experience in supporting and/or managing projects to completion, including developing and implementing clear processes.  Demonstrated experience in designing content for youth audiences and/or community moderation of youth focused platforms.  Experience in supporting the effective functioning of a team.  Knowledge of children’s rights, public policy, international development and humanitarian issues.  Knowledge of child safeguarding and ethics of working with children and youth.  Experience working for an advocacy or campaigning organization e.g. national or international NGO, UN or other multilateral organization is an asset.  Experience in supporting training and facilitation is an asset.  Experience working in a developing and emergency environment is an asset. |
| Language Requirements: | Fluency in English and Russian is required. Knowledge of Kyrgyz language is an asset. |