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|  | **UNITED NATIONS CHILDREN’S FUND**  **(GENERIC) JOB PROFILE** |

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| **I. Post Information** | |
| Job Title: **U-Report Officer, NO1, Post# CHD24004**  Supervisor Title/ Level: **Comm. Specialist (Comm. & Youth Engagement) P3, Post# 100425**  Organizational Unit: **Programme/Strategic communication**  Post Location: **N’Djamena, Chad** | Job Level: **Level 1**  Job Profile No.:  CCOG Code: **1A08**  Functional Code: **Comm**  Job Classification Level: **Level 1** |

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| 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 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 more 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 communication Officer level 1 GJP is to be used in a Country Office (CO) where strategic Communication is a substantial component of the Country Programme (or CCPD). The communication Officer reports to the: **Comm. Specialist (Comm. & Youth Engagement) P3**.  **Purpose of the job:** The U-Report Officer reports to the Comm. Specialist (Comm. & Youth Engagement) P3, Post# 100425.  This role will assist the UNICEF Chad office to develop, implement and monitor effective and engaging advocacy campaigns involving youth in general and U-Report in particular. Under the leadership of P3 Communication Specialist, the position will support the development, implementation and monitoring of U-Report's scaling strategies. |

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| III. Key function, accountabilities, and related duties/tasks |
| **Summary of key functions/accountabilities:**   1. U-Report Engagement strategy development and implementation 2. U-Report Communication content development 3. U-Report Engagement Platform management 4. Girls Advocates 5. Safeguarding and participation 6. U-Report Engagement M&E 7. Project and budget management 8. U-Reporters Engagement capacity building & Knowledge Management 9. Stakeholder engagement 10. Others 11. Youth Engagement strategy development and implementation:  * Assist in the development the part of youth engagement strategies directed towards U-Report to achieve SMART outcomes.  1. Youth Communication content development:  * Assist in the development and implementation of communication content development with and for adolescent U-reporters as part of campaigns and advocacy priorities.  1. Youth Engagement Platform management:  * Support content moderation, community management, content creation and M&E for youth -and specifically U-Reporters- focused digital platforms/communities. Assist in the local coordination and implementation of U-Report. * Youth Advocates:  Support the implementation of a local U-Report programme: researching potential youth advocates; supporting workplan development and communication; supporting youth advocates in preparation for events/media; documenting learnings and successes.  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.  1. Youth Engagement M&E:  * Support the monitoring and evaluation of youth engagement strategies, campaigns, polls, U-Actions, U-Reporters communities and platforms. Assist in the preparation of relevant reports.  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. Youth Engagement 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: 2. 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. Others:   Undertake other key responsibilities as required.   |  | | --- | | IV. Impact of Results | | The efficiency and efficacy of support provided by the U-Report Officer :   * Increased capacity to engage young people/ U-Reporters 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/U-Reporters, ultimately helping to achieve key advocacy objectives for the organization. * A positive brand image among young people/U-Reporters, laying the groundwork for sustained supporter engagement. | |
| **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 [not being an elevated risk role,] [a direct contact role,] [a child data role,] [a safeguarding response role,] [and/or] [an assessed risk 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.* |
| * **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. |

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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 one (1) year 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 youth and/or adolescents projects to completion, including developing and implementing clear processes.  Demonstrated experience in designing content for youth audiences and/or community moderation of youth-oriented platforms with focus of girls.  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 French and working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. |