
VACANCY ANNOUNCEMENT Requisition No. 570561

Post title:	Programme Officer (Goris Office Coordinator) Open to the nationals of Armenia only
Category/Grade:	NO-1
Closing Date for Applications:	10 April 2024
Type of Appointment:	One-year full time TEMPORARY APPOINTMENT administered under the provisions of the UN Rules and Regulations

For every child, a champion

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.***How can you make a difference?***

UNICEF is looking for a motivated professional who under the guidance of the Deputy Representative and in collaboration with the teams in the central office in Yerevan, will provide professional technical assistance, support planning, implementation, programme monitoring, situation monitoring, including data analysis and progress reporting, in the framework of emergency preparedness and response programmes as well as other programmes in the geographic area of competence, including Syunik, Vayots Dzor and partly Gegharkunik region.

Major Duties and Responsibilities**1. Knowledge Management and Situation Analysis for Programmes and Emergencies**

Contribute to country programme and emergency preparedness decisions by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting. Participate in information exchange with local partners. Identify formal and informal sources of information, collecting, interpreting and analysing all available data to effectively monitor and analyse relevant trends related to social, political and emergency-related aspects and their implications in the geographic area of competence. Analyse and share this information with the central office for the identification/adjustment of programme interventions and as a contribution to early warning and enhancing emergency preparedness.

2. Programme Monitoring

In collaboration with the central office, undertake field visits to monitor and assess programme implementation from the point of view of coherence with plans, HACT implementation, and application of child rights-based approach. Facilitate information sharing on required corrective action emerging from monitoring activities. Through direct observation and interaction with partners and beneficiaries, collect information/observations on the relevance of UNICEF activities and the coherence/coordination of different UNICEF interventions and share this information for required adjustments in coordination of crosscutting interventions of the programme. Collect and analyse lessons learnt from UNICEF's programmes and contributes towards adoption of best practices and standards for longer-term emergency interventions.

3. Partnerships with Local Stakeholders

Facilitate partnership and collaboration with local stakeholders in geographic area of competence, 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. Represent UNICEF in local coordination platforms and other events with local governments, UN agencies and INGOs/NGOs.

4. Local Capacity Building/Sustainability

Continuously scan the evolving situation of stakeholders operating in the geographic area of competence, and take a strategic approach to the identification of possible partners among them. Work closely with central office to coordinate necessary capacity building of regional governments and local authorities and NGOs and other type of engagement. Promote and maintain the building and reinforcing of the commitment and institutional capacities among local partners by providing continuous support, coordination and collaboration for sustainability.

5. Support to Emergency Response

In the event of an emergency in the geographic area of competence, promptly assist in implementing the initial operational tasks relating to emergency assistance. Immediately collect reliable information to verify the nature and extent of the emergency. Act as security focal point/liaison for the zone office in close coordination and under the guidance of the Country Office security focal point. Visit the location(s) – if possible - to conduct an initial rough assessment of the magnitude of the crisis and its implications for children, caregivers and communities. Assist with the assessment of the validity of the emergency preparedness plan and ability of the office vis-à-vis the response required as well as immediate and additional needs. Provide input in and contribute toward determining priorities and an appropriate intervention by UNICEF in collaboration with the central office. Establish contact and coordinate with local authorities and partners represented in the area to coordinate immediate actions covering priority areas as defined by the Core Commitments for Children in Emergencies. Follow up with the timely delivery of assistance and supplies, based on guidance of and in collaboration with the central office. Identify problems and constraints in project delivery. Send daily situation reports to concerned parties.

To qualify as an advocate for every child you will have...

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.

Experience:

- A minimum of one year of relevant professional work experience is required.
- Experience working in a developing country is considered as an asset.
- Background/familiarity with emergency is considered as an asset.

Languages:

Fluency in Armenian and English is required. Knowledge of another official UN language, such as Russian, is an asset.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it.

Get acquainted with Our Values Charter: <https://uni.cf/UNICEFValues>

The core competencies required for this post are:

- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Application Procedures: All qualified applicants are strongly encouraged to apply online, using the UNICEF E-Recruitment system and following the online application link.

Remarks:

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable persons living with disabilities are encouraged to apply to become a part of the organization.

Applications are required to be submitted in English. Incomplete applications will not be considered. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. □ Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments are also subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.