UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Social Policy Officer** Supervisor Title/ Level: **Social Policy Specialist/Chief Social Policy Level /3/4/5** Organizational Unit: **Social Policy** Post Location: **UNICEF Zambia Country Office**	Job Level: **Level 2** Job Profile No.: CCOG Code: **1L06** Functional Code: **SOC** Job Classification Level: **Level 2**

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 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 Social Policy Officer reports to the Chief of Social Policy in the Zambia country office to support both humanitarian and developmental functions in the section with a particular focus on social and behaviour change. This includes support to evidence-based advocacy, strengthening of social accountability in local government and social protection programmes, community engagement to strengthen the prevention of sexual exploitation and abuse under emergency programmes, such as the government's Emergency Cash Transfer programme which reaches up to 12 million people. The Social Policy officer further designs and informs strategies to institutionalise Social and Behaviour Change in government programmes and institutions, especially the Ministry of Community Development and Social Services, and uses evidence to design and implement relevant communication and advocacy strategies.

Purpose for the job:

Under the general guidance of the Chief Social Policy, the Social Policy officer is accountable for providing technical support and assistance in all stages of social policy programming and related advocacy from strategic planning and formulation to delivery of concrete and sustainable results. This includes programmes aimed at improving (a) public policies to reduce child poverty; (b) social

protection coverage and impact on children; (c) the transparency, adequacy, equity and efficiency of child-focused public investments and financial management; and (d) governance, decentralization and accountability measures to increase public participation and the quality, equity and coverage of social services. This encompasses both direct programme work with government and civil society partners as well as linkages and support to teams working on education, health, child protection, water and sanitation, and HIV.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Strengthening social protection coverage and impact for children

- Supports the development of social protection policies, legislation and programmes with attention to increasing coverage of and impact on children, with special attention the most marginalized. Identifies, generates and presents evidence to support this goal in collaboration with partners.
- Supports strengthening of integrated social protection systems, providing technical support to partners to improve the design of cash transfers and child grants and improve linkages with other social protection interventions such as health insurance, public works and social care services as well as complementary services and intervention related to nutrition, health, education, water and sanitation, child protection and HIV.
- Supports improved monitoring and research around social protection impact on child outcomes, and use of data and research findings for strengthening programme results.

2. Improving use of public financial resources for children

- Undertakes budget analysis to inform UNICEF's advocacy and technical assistance to Ministries of Finance, planning commissions and social sector ministries to improve equitable allocations for essential services for children. Works with sector colleagues to build capacity to undertake costing and cost effectiveness analysis on priority interventions to help inform policy decisions on child-focused investments.
- Supports the identification of policy options for improved domestic financing of child-sensitive social protection interventions.
- Undertakes and builds capacity of partners for improved monitoring and tracking of public expenditure to support transparency, accountability and effective financial flows for essential service delivery, including through support to district level planning, budgeting and public financial management as well as facilitating community participation

3. Strengthening capacity of local governments to plan, budget, consult on and monitor child-focused social services.

- Where national decentralization processes are taking place, collaborates with central and local authorities to improve policies, planning, budgeting, consultation and accountability processes so that decisions and child-focused service delivery more closely respond to the needs of local communities.
- Collaborates with the central and local authorities to strengthen capacity on quality data collection, analysis for policy development, planning, implementation, coordination, monitoring of essential social services, with emphasis on community participation and accountability.

4. **Design, plan and implement SBC activities that are backed by social and behavioural evidence and strong engagement and participation mechanisms in both development and humanitarian contexts.**

- In collaboration/consultation with UNICEF sectoral and cross-sectoral specialists, relevant government officers and other UN/NGO partners, provide technical and administrative support for the development, implementation and monitoring of evidence-based SBC strategies and activities, in line with global standards and UNICEF priorities and approaches.
- In collaboration/consultation with UNICEF sectoral and cross-sectoral colleagues and implementing partners, select appropriate SBC activities and platforms for engagement, ensuring quality and integration of the latest evidence and science-backed approaches. In this process, oversee coordination with SBC stakeholders and partners to align plans and activities.
- Identify/propose actional evidence-based programme/strategy recommendations from current data, evidence and trends for priority social and behavioral issues and ensure the integration of latest innovative approaches and technology in SBC in programme approaches and advocate for their adoption among internal and external stakeholders.
- Apply the above skills of designing, planning, implementing and monitoring of community engagement and SBC interventions in the context of humanitarian emergencies.

5. **Strengthened advocacy and partnerships for child-sensitive social policy**

- Supports correct and compelling use of data and evidence on the situation of children and coverage and impact of child focused services – in support of the social policy programme and the country programme overall.
- Establishes effective partnerships with the Government, bilateral and multilateral donors, NGOs, civil society and local leaders, the private sector, and other UN agencies to support sustained and proactive commitment to the Convention of the Rights of the Child and to achieve global UN agendas such as the Sustainable Development Goals.
- Identifies other critical partners, promotes awareness and builds capacity of partners, and actively facilitates effective collaboration within the UN family.

6. **UNICEF Programme Management**

- Helps manage and coordinate technical support around child poverty, social protection, public finance and governance ensuring it is well planned, monitored, and implemented in a timely fashion so as to adequately support scale-up and delivery. Ensures risk analysis and risk mitigation are embedded into overall management of the support, in close consultation with UNICEF programme sections, Cooperating Partners, and governments.

- Supports and contributes to effective and efficient planning, management, coordination, monitoring and evaluation of the country programme. Ensures that the social planning project enhances policy dialogue, planning, supervision, technical advice, management, training, research and support; and that the monitoring and evaluation component strengthens monitoring and evaluation of the social sectors and provides support to sectoral and decentralized information systems.

IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals*)

The efficient and effective technical support provided to the development and implementation of strategic advocacy and planning & formulation of social policy programmes/projects and the achievement of sustainable results, contributes to achievement of goals and objectives to create a

protective environment for children and thus ensure their survival, development and well-being in society. Achievements in social policy programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

V. **UNICEF values and competency Required (based on the updated Framework)**

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- 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)

*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.

VI. Recruitment Qualifications

Education:	A university degree (Bachelor's or higher) in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, Social Work, or another relevant technical field. An additional university degree (Bachelor's or higher) in a social and behavioral science, including sociology, anthropology, communication studies, psychology and/or related field is required.
Experience:	A minimum of two years of relevant professional experience is required. Experience in social development programme planning, communication for development or social and behaviour change, public advocacy or another related area is considered an asset.

	Experience in social protection programme implementation, cash plus initiative with focus on social change, social accountability is considered an asset. Experience in designing and implementing evidence based advocacy strategies including gender and disability aspects is considered an asset. Experience in programme implementation under humanitarian/emergency conditions is considered an asset. Experience in directly working with communities is considered an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. Fluency in at least one local language is considered a strong asset.