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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **JOB PROFILE** |

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| **I. Post Information** | |
| Job Title: **Chief, Field Services**  Supervisor Title/ Level: **Deputy** **Representative /P-5**  Organizational Unit: **Field Operations**  Post Location: **Dhaka City, Bangladesh** | Job Level: Level 4  Job Profile No.:  Job Classification Level: Level 4 |

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| II. 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 Chief, Field Services reports directly to the Deputy Representative, manages the emergency programme, and oversees six field offices and one sub-office in Bangladesh country office. When it comes to the issues related to the Rohingya Humanitarian Emergency, the incumbent of the Chief of Field Services reports to the Representative given its political nature and the fact that the Representative is the one who attends the meetings within the UN Country Team and with the Government of Bangladesh related to the Rohingya Humanitarian Emergency. Incumbent operates independently and only requires general guidance. Incumbent provides technical support and advice to the Representative and the Deputy Representative and Programme Section Chiefs. The position will be matrix managed between the Representative and the Deputy Representative (Programme). The post is Dhaka-based, with frequent travel within the country and sometimes outside the country.  **Purpose for the job:** Under the guidance of the Deputy Representative, and in consultation with the Programme Section Chiefs, lead the Field Operaton Section and provide overall guidance for the coordination and monitoring of UNICEF Country Programme emergency activities and activities implemented at the field to ensure convergence, synergy and quality of services. Also advocate UNICEF policies at all relevant levels with senior government officials and other authorities, and coordinate UNICEF’s emergency preparedness and response in a timely and impactful manner. |

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| III. Key functions, accountabilities and related duties/tasks: |
| 1. As part of the senior management team and leading the field operations section, ensure the integration of the sectoral programme with other sectors in all stages of the programming process, (i.e., the Situation Analysis, programme strategy, planning, monitoring and evaluation and courses of action for achievement of programme results) to contribute to the realization of the rights of children and their families. 2. Responsible for ensuring that communication between Field Offices and Dhaka is continuous and high quality – highlighting critical issues and new information, sharing good practices and innovative ideas and participating in Dhaka and Field Office key meetings to collect / disseminate information. This would also include representing Field Office concerns in Dhaka programme and operations’ sections on issues related to strategies, fund release, procurement, coordination of field office staff in BCO-approved calendar of events to avoid overlaps etc. 3. Provide leadership, guidance and direction for programme management and effective monitoring of implementation through periodic meetings, individually and in groups, with the various sectoral team members. Ensure exchanges of information, experience, identify new strategies and courses of action to accelerate / improve delivery of services and achieve programme requirements and results. 4. Coodinate and monitor the emergency situation in the country with the support of the Field Offices and concerned authorities, and coordinate UNICEF’s response. Work with programme section chiefs to support stronger humanitarian development linkages in programming and resource mobilization. Participate in inter-agency Emergency Response Events. Provide guidance and technical support in preparation and updating of Emergency Preparedness and Response Plan 5. Interact with the government and other partners, NGOs, UN and bilateral agencies to ensure programme convergence and synergy of sevices and to follow-up on implementation of recommendations and agreements. Provide technical support, orientation and guidance to government officials and NGOs and other development partners on appropriate technical and institutional capacity-building measures, to achieve programme goals and expand coverage of services. 6. Contribute towards the preparation of the Situation Analysis by sharing lessons learnt, compiling data, analyzing and evaluating information and good practices. Prepare and submit timely progress/ status reports for management, Board, donors, budget reviews, programme monitoring and evaluation, annual reports, etc. 7. Coordinate field assessment visits for evaluating programme effectiveness, identifying problems and instituting remedial measures. |

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| IV. Impact of Results |
| Makes decision on technical resource requirements for programme implementation, and financial resource allocations. Makes technical decisions that cover programme management, design, and monitoring, which directly affect the achievement of goals and objectives. Makes administrative decisions on the management of the section and teams, which affect their output and efficiency.  Regularly makes technical recommendations within UNICEF and with external partners on programme strategies, capacity building, and development of new approaches, policy formulation and implementation of new management systems for the achievement of the country programme goals.  Misjudging the country office situation and trends can lead to an inappropriate strategy and programming approach, resulting in country and global goals not being met, and a significant proportion of UNICEF financial resources being misspent.  Errors would compromise the relationship with the government. Ineffective relations or misrepresentation to donors would damage the credibility of the organization, and may affect the degree of financial commitment.  Poor management or ineffective leadership would lead to low staff morale, ineffective output, and performance decline. |

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| **V. Competencies and level of proficiency required** |
| **Core Values attributes**   * Care * Respect * Integrity * Trust * Accountability   **Core competencies skills**   * Nurtures, Leads and Manages People (3) * Demonstrates Self Awareness and Ethical Awareness (3) * Works Collaboratively with others (3) * Builds and Maintains Partnerships (3) * Innovates and Embraces Change (3) * Thinks and Acts Strategically (3) * Drives to achieve impactful results (3) * Manages ambiguity and complexity (3)   **Functional Competencies**   * Deciding and Initiating Action - Level (3) * Following Instructions and Procedures- Level (3) * Entrepreneurial Thinking – Level (3) * Analyzing – Level (3) |

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| **VI. Recruitment Qualifications** | |
| Education: | An advanced university degree in one of the following fields is required: social sciences, international relations, public administration, government and public relations, public or social policy, sociology, social or community development, or another relevant technical field. |
| Experience: | A minimum of eight years of progressively, responsible, professional work experience in programme management, planning, monitoring and evaluation, project administration or another relevant area is required, with emphasis on strategic planning.  Experience working in a developing country is considered as an asset.  Relevant experience in a UN system agency or organization is considered as an asset.  Familiarity/ background with emergency is considered as an asset. |
| Language Requirements: | Fluency in English is required. Knowledge of another UN language or local knowledge of the duty station is considered as an asset. |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[**Child Safeguarding**](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | Yes  No  Yes  No |
| 4. Is this a Safeguarding response role\*  *\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | Yes  No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)