



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Adolescent Development & Gender Specialist, Post # 18864**

Supervisor Title/ Level: Deputy Representative (P5), Post # 1869

Organizational Unit: **Programme Sector Section**

Post Location: **Jakarta - Indonesia**

Job Level: **Level 4 (P-4)**

Job Profile No.:

CCOG Code: **1L04**

Functional Code: **AND**

Job Classification Level: **Level 4**

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.

While the adolescent period is characterized by a period of heightened vulnerabilities, it also provides a window of opportunity for successful transition to adulthood and equality especially for the most disadvantaged adolescents. Identifying these most disadvantaged adolescents and designing our interventions to address the barriers that limit their fulfilment of rights to development, protection and participation is instrumental to breaking cycles of deprivation and poverty for these adolescents.

UNICEF's work on gender equality is guided by the Gender Action Plan 2022-2025 (GAP), which advances gender equality and the empowerment of women and girls in key areas of UNICEF's work. It affirms that promoting gender equality and the empowerment of women and girls is the responsibility of everyone, regardless of organizational role. The GAP elaborates the steps required to accelerate progress on gender equality across the five Goal Areas of the UNICEF Strategic Plan, 2022–2025, as well as within institutional systems and processes, with clear indicators and monitoring mechanisms to track change.

Job organizational context: The Adolescent Development and Gender Specialist oversees a component of the Country Programme that is central to the achievement of results in diverse programme areas. The Specialist reports to the **Deputy Representative who is at P5 level.**

Purpose for the job: The Adolescent Development and Gender Specialist reports to **the Deputy Representative** for general guidance and direction. The Specialist supports country office programming processes by providing expert technical advice and operational support to country office colleagues and internal and external partners and stakeholders to ensure that adolescent development and participation established under the Convention on the Rights of the Child, international treaties/framework and UN

intergovernmental bodies, are integrated in UNICEF's advocacy, policies, programmes and humanitarian work.

As an agency mandated to protect and promote the rights and opportunities of children and adolescents – at a stage of life when gender norms are learned and solidified – UNICEF has a unique responsibility to ensure that gender equality is at the core of everything it does. These commitments and responsibilities are, as above, rooted in the Convention on the Rights of the Child as well as the Convention on the Elimination of All Forms of Discrimination against Women.

The Specialist contributes to the achievement of sustainable and scalable results on adolescent related programmes/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.

The Specialist also performs the role of Gender Focal Point for the Office. As such, s/he provides authoritative technical guidance/operational support throughout all stages of programming to facilitate the management and delivery of results contributing to gender equality in alignment with the Gender Action Plan. S/he supports the development, implementation, and monitoring of high-quality gender programming/projects across sectors in alignment with the Gender Action Plan.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Country Programme development and planning**
- 2. Programme management, monitoring and delivery of results**
- 3. Advisory services and technical support**
- 4. Advocacy, networking and partnership building**
- 5. Innovation, knowledge management and capacity building**

1. Country Programme development and planning

Design and update the situation analysis of adolescents and young people in the country and conduct assessments to establish age and sex disaggregated evidence-based data for UNICEF advocacy and development of policies, frameworks and programmes to promote adolescent development and participation in the country.

Assess national/regional/international development priorities to identify opportunities and strategies and courses of action to enhance the delivery of services and achievement of objectives on adolescent development and participation and gender equality. Work in coordination with Child protection, C4D, Communication, Education, Health, Nutrition, Social policy, WASH, Planning, Emergency, Environment and Monitoring & Evaluation to support development of a strategic framework for adolescents, across all sectors.

Participate in CO programme formulation, planning and preparation to provide input, advice and operational support on the integration of cross sectoral policies and frameworks that promote adolescent development and participation and gender equality. This includes the processes of SMR and CPD formulation. Ensure alignment of adolescent policies, frameworks and interventions with the UNICEF's Strategic Plans and coherence/integration with the UN Sustainable Development Cooperation Framework (UNSDCF), regional strategies and national priorities, plans and competencies.

Establish specific goals, objectives, strategies and implementation plans for adolescent development and participation programmes/projects across all sectors using results-based planning terminology and methodology (RBM). Prepare relevant documentation for programme review and approval.

Work closely and collaboratively with colleagues and partners and stakeholders to discuss strategies and methodologies that enhance the realization of adolescent rights across all sectors and to promote partnerships and alliances on adolescent development and participation including partnerships with adolescents.

Ensure that the voices of adolescents and children are systematically taken into consideration in the planning, implementation, monitoring and evaluation of the programme cycle.

Provide authoritative technical guidance/operational support throughout all stages of programming to facilitate the management and delivery of results contributing to gender equality in alignment with the Gender Action Plan.

Supports the assessment and identification of adolescent and gender needs for emergency preparedness and response, and provides gender relevant guidance and technical input on emergency programming

2. Programme management, monitoring and delivery of results

Plan and/or collaborate with monitoring and evaluation initiatives to establish age and gender disaggregated benchmarks, performance indicators and other UNICEF/UN system indicators, to assess and strengthen performance accountability, coherence and delivery of sustainable results on gender and adolescent development and participation programmes and projects, including Office-wide targeted gender priorities.

Support the strengthening of data systems and collection, as well as accountability mechanisms to monitor and evaluate progress on gender results.

Support high quality reporting on gender results, and a biannual performance review of GAP specified results.

Participate in major monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to engage stakeholders to take required action/interventions to achieve results for adolescents.

Prepare/assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.

Plan, monitor and oversee the use of programme resources (financial, human, administrative and other assets) certifying/verifying compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity.

Ensure timely reporting and liquidation of resources.

Provide technical leadership to generate knowledge on the situation of adolescents, support sector specific analysis of data on adolescents and improve utilization of sex and age disaggregated data within UNICEF monitoring and evaluation tools and among partners.

Work with programme colleagues and management so that adolescent development and gender results are effectively defined, measured, and reported, and high-quality assessment, research, evidence generation and evaluation on gender programming is undertaken and utilized.

Submit/prepare proposals, programme/project reports to donors and other partners to raise resources for adolescent interventions and keep donors informed on programme progress and critical issues.

3. Advisory services and technical support

Participate in strategic discussions, meetings and other international/national meetings and workshops to provide evidence-based papers and inputs on adolescent development and participation to influence policy and agenda setting.

Provide technical advice and guidance to key government officials, NGO, UN system and other country office partners on policies, strategies, best practices and approaches on adolescent development and participation to support programme development, conceptualizing, planning, implementation and delivery of results.

Participate in cross-sectoral collaboration and coordination on key programmatic results on gender, ensuring coherence, maximization of synergies and efficiency in utilization of resources and delivery of results

Prepare policy papers, briefs and other strategic programme materials for management use, information and consideration in development discussion and planning relating to adolescent development and gender equality.

Provide technical advice to internal sectoral staff and external partners on approaches to enhance adolescents' participation into the policy, programming and humanitarian interventions, applying a gender lens where appropriate.

Support the development, implementation, and monitoring of high-quality gender programming across sectors in alignment with the Gender Action Plan.

4. Advocacy, networking and partnership building

Lead advocacy drive for adolescent rights and programming within the country office, with other UN and government and non-government partners based on improved evidence and data.

Build and strengthen strategic partnerships through networking and advocacy with local/national governments, UN system agency partners, donors, internationally recognized institutions, NGOs, research institutes, youth led organizations and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on UNICEF's adolescent development and participation initiatives.

Contribute to the preparation of advocacy and communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances and to ensure that gender-responsive adolescent development and participation programmes and initiatives are adequately resourced and supported.

Participate and/or represent UNICEF in inter-agency (UNCT) discussions and planning on adolescent development and participation and gender equality to ensure organizational position, interests and priorities are fully considered and integrated in the UNSDCF development planning and agenda setting process. Collaborate with inter-agency partners/colleagues the UNSDCF planning and preparation of programmes/projects including emergency preparedness.

5. Innovation, knowledge management and capacity building

Promote, document and disseminate critical thinking, innovative approaches and good practices on adolescent development and participation initiatives through advocacy and technical advisory services.

Keep abreast, research, benchmark, introduce and implement best and cutting-edge practices on gender equality, and adolescent development related issues. Institutionalize and disseminate best practices and knowledge learned to support development, planning, implementation and scale up.

Support Regional Adolescent and Gender Advisors in advancing the technical and research capacity of country-level staff, offices and programs on adolescent development and gender to continue to build evidence base for programming and to ensure continuous capacity in gender and adolescent programming at Country Office level.

Contribute to the development of policies and procedures and introduce innovation and best practices that promote the rights of adolescents and enhances their development and participation as active members of society and their community.

Organize/plan/implement capacity building initiatives to enhance the competencies of a wide range of internal and external partners/stakeholders to achieve sustainable results on adolescent development and participation programmes and initiatives.

IV. Impact of Results

The strategic and effective advocacy, planning and formulation of adolescent programmes/projects and the achievement of concrete and sustainable results from these programmes contribute to the achievement of UNICEF goals in the country to promote the full development and active participation of adolescent girls and boys in determining their essential needs, empowering them to make informed decisions about their lives, promoting their rights to a safe environment and protecting their rights to survival, development and well-being in society. This in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality and inclusion in the country.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- 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)
- Drives 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.

VII. Recruitment Qualifications

Education:	An advanced university degree in one of the following fields is required: anthropology, psychology, sociology, education or another relevant technical field.
Experience:	A minimum of eight years of professional experience in social development planning and management in adolescent development related areas is required. 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.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

