



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

**I. Post Information**

Job Title: **Programme Specialist (Outcome Manager/)**  
Supervisor Title/ Level: **Deputy Representative P4**  
Organizational Unit: **Programme**  
Post Location: **Colombia, Bogotá**

Job Level: **Level 3**  
Job Profile No.:  
CCOG Code: **1L06**  
Functional Code: **SOC**  
Job Classification Level: **Level 3**

**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 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. Therefore, 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.

**Purpose for the job:**

Under the general guidance of the Deputy Representative, the Programme Specialist is accountable for programme, planning, design, implementation and administration of specific outcome within a major programme, in accordance with the Country Programme Recommendation and Country Programme Management Plan, focussed on achievement of UNICEF's Priorities, additional the Specialist is responsible for providing technical support to the implementation, monitoring, and evaluation of all stages of social policy programing and related advocacy from strategic planning and formulation to delivery of concrete and sustainable results.

**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. Effective knowledge management and systems developed and utilized to strengthen outcome/country programme management.**
- 2. Situation Analysis prepared/updated, critical outcome intervention points/measures identified, and outcome work plans/recommendations/reports prepared.**
- 3. Programme funds optimally used.**
- 4. Outcome monitoring and evaluations effectively conducted to improve outcome performance, and outcome status report timely prepared. Gender/sex disaggregated data and inputs relevant to country programme provided as integral part of programming.**
- 5. Rights based, and results-based programming approach fully incorporated into all phases of programme and projects processes.**
- 6. Commitment and institutional capacities of the national and local partners effectively gained and established.**
- 7. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, outcome development/management/coordination, information sharing and networking.**
- 8. Improving data on child poverty & vulnerability for increased use for policy and programme action. Strengthening social protection coverage and impact for children and Improving use of public financial resources for children. Strengthened advocacy and partnerships for child-sensitive social policy**

**Knowledge Management for Outcome**

Ensure that area/country programmes are strengthened by knowledge management through data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange through donor and media visits as well as in the development of training and orientation materials.

**Programme Development and Management**

Contribute to the preparation of the Situation Analysis for outcome development. Administer a consistent and transparent monitoring system, providing accurate analysis of country level socio-political- economic trends and their implications for ongoing programmes and projects. Support preparation of programme work plans as required. Responsible for preparation of program recommendations for inclusion in formal programme documentation, and new approaches, methods, and practices.

**Optimum Use of Programme Funds**

Assist in establishing outcome work plans and monitors progress and compliance. Help to manage allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored, and liquidated. Takes appropriate actions to optimize use of programme funds.

**Outcome Monitoring and Evaluations**

Undertakes field visits to monitor and assess outcome implementation and decides on required corrective action.

Carry out a rigorous and transparent approach to evaluation and participate the major outcome evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of outcome delivery.

Participate in annual review meetings with government counterparts.

Ensure the timely preparation of annual outcome status reports.

#### **Rights-Based and Results-Based Programme Management Approach**

Assure the quality of child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme design.

Ensure viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on new programme initiatives and management issues to ensure achievement of stated objectives.

#### **National and Local Capacity Building/Sustainability**

Provide government authorities with technical supports and guidance to plan and organize training programmes for the purpose of capacity building and outcome sustainability.

Ensure the building or reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

#### **Rights Perspective and Advocacy at the National, Community and Family Levels**

Conducts policy analysis from a children's and women's rights perspective and advocacy at the community and family levels for credibility in national and international policy debates. Promote the organization goals of UNICEF through advocacy and policy dialogue.

#### **Partnership, Coordination and Collaboration**

Develop partnerships and collaboration with internal and external counterparts, including those of the UN, Lead in intersectoral collaboration with other programme colleagues within the outcome.

#### **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 strategic and effective advocacy, planning and formulation of Migration outcome and social policy outcome/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.

#### **V. Competencies and level of proficiency required (Based on UNICEF Competency Profiles)**

### **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

### **Core Competencies**

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

### **Functional Competencies**

- Analyzing (3)
- Persuading & Influencing (2)
- Planning & Organizing (3)

## **VI. Recruitment Qualifications**

Education:	An advanced university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field.
Experience:	A minimum of five years of relevant professional work experience is required.  Experience working in a developing country is considered as a strong asset.  Background and/or familiarity with emergency is considered as a strong asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is considered as an asset