

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

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| <p>JOB TITLE: Chief Field Office (West Area) JOB LEVEL: Level 5 REPORTS TO: Chief Field Operations LOCATION: UNICEF Country Office- West Area (duty station temporarily in Port Sudan, with expectation for this to move to Zalengie, Central Darfur)</p> | <p>JOB PROFILE NO: CCOG CODE: 1A02 FUNCTIONAL CODE: PMA JOB CLASSIFICATION: Level 5</p> |
| <p>PURPOSE OF THE JOB</p> <p>Under the guidance of the Chief Field Operations and Emergency, is accountable for managing and leading UNICEF Area Operations in the west area covering the Darfur states within a country programme. The CFO represents UNICEF in his/her Area of Responsibility (AoR), leads and oversees the various program sectors and operational service teams ensuring the delivery of quality results in accordance with UNICEF's programme of cooperation, country programme management plan, humanitarian response plan and overall vision set forward by the Representative.</p> | |
| <p>KEY END-RESULTS EXPECTED</p> <ol style="list-style-type: none"> 1. Effective management of UNICEF presence, staff and assets in the Area of Responsibility 2. Effective and coordinated humanitarian response in the Area of Responsibility 3. Effective knowledge management systems adopted and utilized to strengthen area/country programme management. 4. Strategic engagement with key stakeholders and partners, including donors, on positioning UNICEF and preserving and expanding results for children along the triple nexus (humanitarian-development-peace). 5. Situation Analysis prepared and updated; strategic planning for the states of responsibility towards the CPD; critical programme intervention points and measures identified; and programme work plans, recommendations and reports prepared. 6. Programme funds optimally used. 7. Programme monitoring, information management and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared. Gender/sex disaggregated data and inputs relevant to the country programme are provided as an integral part of programming. 8. Rights based and results based programming approach fully incorporated into all phases of programme and project processes. 9. Commitment and institutional capacities of the national and local partners effectively gained and established. 10. Rights perspective and advocacy at the national, community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates. 11. Effective partnerships, coordination and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking. | |

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KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and the given organizational set-up, the incumbent may be responsible for all or most of the following areas of major duties and key end results.

1. Effective management of UNICEF presence, staff and assets

Represent UNICEF in the region, by participating in meetings and events, moving forward the agenda for children. This includes field level inter- agency, Humanitarian Country Team and inter-sector meetings on humanitarian issues.

Facilitate, take and implement measures to ensure safety and security of UNICEF staff and assets. Effectively lead the Field Office team and manage the performance and conduct the staff members to deliver results for children.

2. Effective and coordinated humanitarian response in the Area of responsibility

Coordinate UNICEF humanitarian response in the Area of Responsibility, including in hard to reach area.

Ensure adherence to Humanitarian Principles and CCC, aiming to reach all children in need in line with UNICEF mandate.

Monitor humanitarian and security situation on the ground, analyze humanitarian needs and gaps, and advise the office on critical needs and actions required. Develop intervention and access strategies, and lead delivery of assistance, drawing on capacity from across Country Office as needed.

3. Knowledge Management for Programmes

Ensure that area/country programmes are supported 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 material.

4. Programme Development and Management

Identify critical intervention points and measures by administering a consistent and transparent monitoring system, linked with E-Tools; monitor and analyse humanitarian as well as socio-political-economic trends and their implications for ongoing programmes and projects and humanitarian response.

Support the development of the CPD, HRP and other strategic documents for the country office from the field office lens. Draft changes to/or prepare programme work plans as required. Prepare program recommendations for inclusion in formal programme documentation, and new approaches, methods, practices and workplans.

Establishes programme workplans, monitors compliance and provides training, support and guidance to the programme team in order to meet objectives. Identifies human resources requirements and on-going staff development needs.

Reviews and evaluates the technical, institutional and financial feasibility and constraints of programme/projects in collaboration with Government and other partners.

Prepares relevant programme reports required for management, donors, budget reviews, programme analysis, annual reports, etc.

5. Optimum Use of Program Funds

Establish and supervise programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Take appropriate actions to optimize use of programme funds. Ensure

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programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.

6. Programme Monitoring and Evaluations

Undertakes field visits, including programmatic visits and spot checks, and ensures that his/her staff conduct field visits to monitor and assess programme implementation and decides on required corrective action.

Carry out a rigorous and transparent approach to participate in the major programme evaluation exercises in consultation with the Representative, the two Dep Reps, Chief PME, CFOE, and the Evaluation Manager and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Ensure the timely preparation of annual program status reports.

7. Rights-Based and Results-Based Programme Management Approach

Adopt rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Formulate 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 planning and design.

Prepare and submit 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 programme, new initiatives and management issues to ensure achievement of stated objectives.

8. National and Local Capacity Building/Sustainability

Support national systems and service providers, focusing on local capacities, with technical support and guidance for the purpose of capacity building to sustain service delivery for vulnerable population and sustainability.

Ensure the building and 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.

9. Partnership, Coordination and Collaboration

Develop partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to ensure efficient and coordinated humanitarian action, align positions on common critical issues and challenges, exchange information on programme/project status and implementation and movement/distribution of supplies.

Oversee UNICEF cluster lead responsibilities in the Area of Responsibility, supervising double-hatting coordinators and/or working closely with CO based coordination team.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability.

Maintain close collaboration with heads of sectoral programmes in the CO, Regional and HQ advisers for effective overall coordination on programmes and humanitarian interventions.

Plans, develops and implements sectoral programme(s) by collaborating with the government and other partners. Provide leadership in provision of technical advice, negotiation, advocacy, and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation.

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IMPACT OF RESULTS

1. Type of decisions regularly made and the impact of those decisions.

- Decisions are made on financial, partnership, human and technical resource requirements for programme/project implementation and delivery, which will affect the overall efficiency and effectiveness of programme delivery and appropriate utilization of funds. Strategic and administrative decisions are taken on the management of the Field Office, which affect output and efficiency of staff.
- Technical and programme related decisions on project plans of actions, their phasing and linkages with programme budgets will be available on VISION with built-in audit-trail for ensuring accountability at national and field level.
- Regular updating of work plans including the detailed planning will be carried out on VISION, and monitored regularly in governance meetings.

2. Type of recommendations regularly made and why these are important.

- Makes recommendations on programme/project activity feasibility and implementation; modalities for programme implementation, including direct payment and reimbursement; linkages with other sectors of UNICEF interventions; potential partnerships and capacity to deliver; reprogramming and re-scheduling of activities; policy formulation and implementation of new management systems for the achievement of country programme goals.

These are important because of the decentralized nature of UNICEF's operations in Sudan.

3. The most damaging error(s) that could be made in the work and the consequences they would have.

Errors of judgement will affect UNICEF's credibility, strain cordial working relationship with Government and other partners and thus render cooperation difficult and, consequently, UNICEF assisted programmes or project proposals may suffer at the expense of the well-being of children and women. Misuse of funds could jeopardize UNICEF's standing with donors, and limit future support at a time when needs are growing.

POSITION GRADE FACTORS

P5 Grade

- The scope of the job is to provide leadership and overall coordination/supervision of the total programme commitment of a medium size Field Office with a broad range of projects. The job requires commitment and strong drive for results for the achievement of overall programme delivery and contribution to the established goals and objectives.
- As a manager, manage the programme function by leading a team of Programme Officers and/or the section consisting of a group of professionals and support staff.
- Work requires expertise as a technical specialist, or expert for technical project/programme management, requiring initiative, problem solving, creativity, and innovation.
- Technical leadership, sound judgement, planning, and resource management expertise and creative approaches are required for advising management and making recommendations on project implementation, alternative approaches, optimal utilization of resources, and recommendations on new programme initiatives and management issues to ensure achievement of stated objectives.
- Decision making includes timely and effective decisions on situation analysis, programme strategy, planning, implementation, evaluation, and human resources, requiring conceptual/analytical thinking, judgement, planning skills, decisiveness, flexibility, resource management and communication.

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- Formulate and/or represent UNICEF's position to external partners. Promote the organization goals of UNICEF through advocacy and policy dialogue by effective communication and influence. Make sound recommendations on policy based on situations in the locality.
- The work makes resource management and planning & monitoring expertise essential for managing the overall allocation and disbursement of funds to ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments.

QUALIFICATION AND COMPETENCIES (indicates the level of proficiency required for the job.)

1. 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.

2. Experience

A minimum of ten years of professional work experience in programme management, planning, monitoring and evaluation, project administration or another relevant area is required

Experience working in a large humanitarian operation is required.

Extensive experience coordinating humanitarian response in a complex, high-stake context 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.

Familiarity/ background with emergency is considered as an asset.

3. Language Requirements

Fluency in English is required. Knowledge of Arabic is considered as an asset.

4. Competency Profile (For details on competencies please refer to the "*UNICEF Professional Competency Profiles*.")

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- 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)
- Drive to achieve impactful results (3)
- Manages ambiguity and complexity (3)

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iii) Technical Knowledge

a) Specific Technical Knowledge Required

(Technical knowledge requirements specific to the job can be added here as required.)

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.

b) Common Technical Knowledge Required (for the job group)

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- Gender equality and diversity awareness.

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
 - Security Management training for members of Security Management Team.
 - UNICEF policies, strategies promoting and supporting gender equality and diversity.