



## SPECIFIC JOB PROFILE

### I. Post Information

**POST NUMBER/ CASE NUMBER:**

MAD24036

**POST/CASE NUMBER OF SUPERVISOR:****REASON FOR CLASSIFICATION:**

REGION/DIVISION: LAC/Programme

COUNTRY: Madagascar

DUTY STATION: Antananarivo

OFFICE: Antananarivo

SECTION: Programme

UNIT: Field / Humanitarian

**CATEGORY:****PROPOSED LEVEL: P4****JOB TITLE:** Chief Field Operations

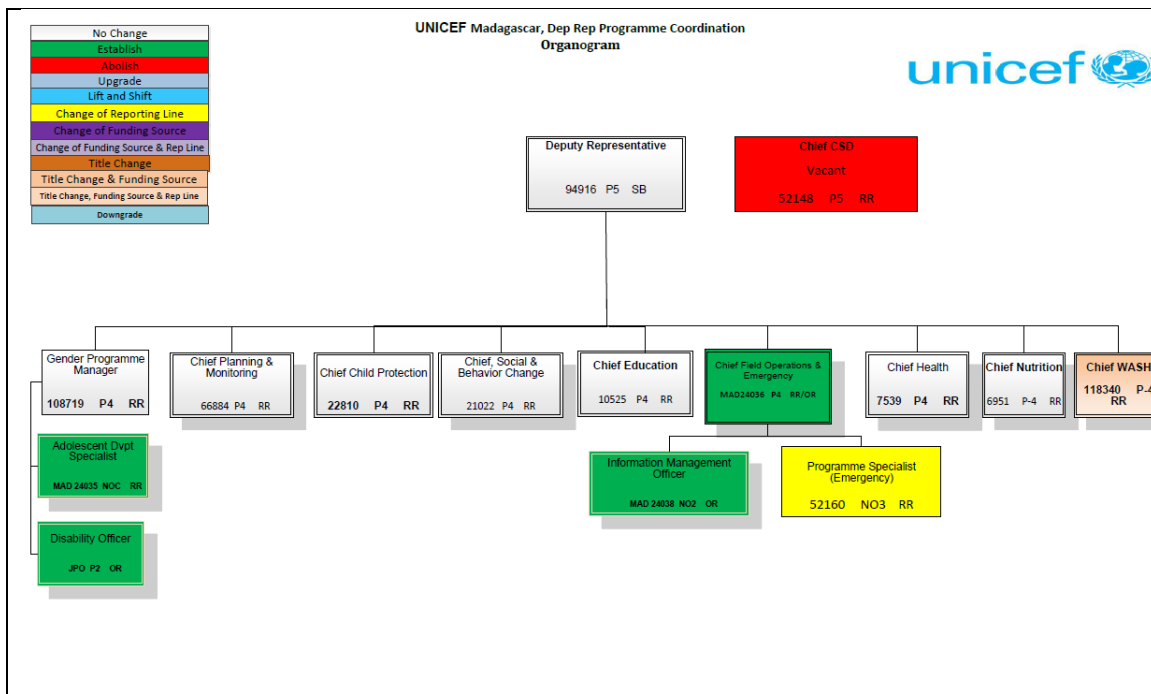
((Coordination and Emergency)

**Functional Code:****ICSC CCOG Code:**

### II. Strategic Office 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. 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.

#### Structure



**Purpose for the job:**

The Chief Field Operations (Coordination and Emergency) is responsible for coordinating and managing all field program operations and humanitarian-related issues in the office, ranging from policy development to support in fund-raising.

Under the supervision of the Deputy Representative, the Chief of Field Operations (Coordination and Emergency) is responsible for:

- The management of field offices and humanitarian outposts' presence, including planning, implementation, monitoring of program related activities at sub-national level, as well as emergency preparedness and response, ensuring coherence and comprehensiveness across the humanitarian-development nexus programme.
- Supporting the Representative, in close collaboration with the Deputy Representative, in effective and strategic coordination between sub-national and national levels to promote the achievement of impact outcomes and an effective and efficient humanitarian response.
- The supervision of Chief of Field Offices, Programme Specialist (Emergency) and Information Management Officer, managing the performance of the field offices and the management of the technical staff in the FOs in coordination with the Chief of Field Offices through a matrix management arrangement with the chiefs of program areas.
- Advising the Representative on her security and emergency management responsibilities under the UN Accountability Framework and on the conduct of security operations in support of program activities.

**III. Key functions, accountabilities and related duties/tasks:**

- As part of the senior management team, participate in meetings (SMT, CMT, etc) as required to bring the field perspective into the Country Office decision-making, ensure the integration of emergency response goals and objectives at all stages of the programming process (i.e., situation analysis, risk informed programming, needs assessment, etc). Ensure a conducive environment for the achievement of programme

objectives, including but not limited to child-focused work planning, implementation of activities, office organization, operations, logistics including pre-positioning of emergency supplies, deployment of human resources and availability of financial resources.

- Provide overall leadership, guidance, supervision and direction to field offices by maintaining constant interaction with Chief of Field Office and by undertaking regular field visits to ensure effective decentralization for program planning, day to day program implementation, continuous monitoring and reporting by field offices. Lead and coordinate UNICEF's emergency preparedness and response planning at national and local level, as well as regular and humanitarian programme planning and coherent implementation of humanitarian-development nexus. Continuously assess field offices preparedness and update to the EPRP and other contingency planning processes as required.
- Under the guidance of the Representative, support the Deputy Representative, the resource mobilization taskforce and the communications team in maintaining a strong relation with donors; contribute and review donor reports, review and input to donor proposals, in monitoring and updating emergency and nexus programme funding priorities; in providing support to fund raising activities; in contributing to the formulation and implementation of advocacy, recovery and transition strategy as deemed appropriate by UNICEF.
- Coordinate UNICEF's contribution to inter-agency coordination mechanisms (national, state and local levels) with the aim of upholding principles of humanitarian response and strengthening the management of the sector/cluster system; participate in all strategic emergency/humanitarian and inter-sector/cluster coordination and performance management mechanisms; promote the CCCs (Core Commitment for Children) as the core principle of UNICEF' role and response; advocate for the establishment of key enablers to effective humanitarian action; and, leverage UNICEF's field presence to advance child rights and deliver effective, suitable and innovative services.
- Under the guidance of the Representative, maintain continuous and constructive coordination and liaison with Government, UN agencies, Standby Partners, NGOs, donors and other COs emergency teams on aspects related to the special needs of children and women threatened or affected by crisis situations; and monitor socio-economic and political developments that could be of concern to children.
- Work with the Communications team, supporting the Representative in preparing communication materials and analyses related to the advocacy or communication roles of the Head of Office; collaborate with the Deputy Operation and the Security Specialist on issues affecting field staff safety, security, well-being and well fare; and, maintain efficient and fluid coordination and communication with the Deputy Representative and Head of Operations on all matters related to the effective functioning of field offices.

#### **IV. Impact of Results**

The efficient leadership, guidance and strategic thinking of the Chief Field Operations will directly impact UNICEF Madagascar's capacity to support the government in achieving the results outlined in the Country Programme and in the emergency response plans.

Leading the field and emergency team requires strong technical skills in overall programme coordination and operational aspects, and specific technical skills in cross-sector issues such as emergency and humanitarian policy, monitoring and evaluation. Knowledge of human rights-based programming and experience in team, and programme management in the field is required.

The job requires excellent communication, negotiation, and other human relations skills, as well as effective decisive leadership and decision-making competency under pressure in the complex

working environment dealing with other UN agencies, governmental officials, NGO counterparts, donors and other important partners. In addition, the job has the following primary/shared responsibilities:

- Provide leadership, coordination, guidance and direction for sectoral/inter-sectoral programme management at field level. Holds primary responsibility for formulation of Emergency programme goals and objectives and the development of strategies and innovative approaches.
- Share with Representative and Deputy Representative the primary responsibility for the formulation, implementation, coordination and monitoring/evaluation of priority sectoral programme goals and objectives.
- Co-share with Representative and Deputy Representative of Operations the implementation and monitoring of administrative decisions taken to improve efficiency and effectiveness of field-based operations, oversight of partners, accountability of resources and staff safety and well-being.
- Hold primary responsibility for effective management of the team, including staff supervision, compliance monitoring, financial accountability.

## V. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

<p><b><u>Core Values attributes</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> </ul>	<p><b><u>Core competencies skills</u></b></p> <ul style="list-style-type: none"> <li>▪ Communication [II]</li> <li>▪ Working with People [II]</li> <li>▪ Drive for Results [II]</li> </ul> <p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>▪ Nurtures, Leads and Manages People (2)</li> <li>▪ Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>▪ Works Collaboratively with others (2)</li> <li>▪ Builds and Maintains Partnerships (2)</li> <li>▪ Innovates and Embraces Change (2)</li> <li>▪ Thinks and Acts Strategically (2)</li> <li>▪ Drive to achieve impactful results (2)</li> <li>▪ Manages ambiguity and complexity (2)</li> </ul>
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## VI. Recruitment Qualifications

<p>Education:</p>	<p>An advanced university degree (Master's or higher) in any of the following: Social Sciences, Public Administration, International Relations, Business Administration, Public or</p>
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	<p>Social Policy, Sociology, Social or Community Development, or other fields related to the work of UNICEF.</p> <p>Experience in post-crisis recovery and development (particularly community-based) is considered an asset.</p>
<p>Experience:</p>	<p>A minimum of 8 years of relevant professional experience in complex humanitarian response at national and international levels; at least one year as Head of Field Office or managing an emergency response team; and, proven managerial exposure to humanitarian coordination architecture and the cluster system.</p> <p>Experience in contributing to building emergency response capacity of UNICEF teams and partners – including NGOs and Government counterparts.</p>
<p>Language Requirements:</p>	<p>Fluency in English and French is required.</p>



Gilles Chevalier, Deputy Representative

07/03/24