

# UNITED NATIONS CHILDREN'S FUND

## GENERIC JOB PROFILE

**JOB TITLE:** Programme Officer Child Protection (Palestinian Programme in Lebanon – PPL)

**JOB LEVEL:** NOB

**REPORTS TO:** Programme Manager (Chief Palestinian Programme), 100205

**LOCATION:** Beirut, Lebanon

### PURPOSE OF THE JOB

Under the guidance of Chief Palestinian Programme in Lebanon (PPL), provide professional technical assistance and support for PPL design, planning and implementation, management and evaluation of PPL activities, data analysis and progress reporting, in support of achievement of PPL goals and objectives.

### KEY END-RESULTS EXPECTED

1. Effective knowledge management and system, information exchange and the development of training and orientation materials developed and deployed for strengthening of PPL management and activities.
2. Situation Analysis prepared/updated, critical PPL intervention point/measures identified, and PPL work plans/recommendations prepared and incorporated. PPL reports prepared as required.
3. PPL funds optimally used.
4. PPL monitoring and evaluations effectively conducted to improve PPL performance, and PPL status report timely prepared.
5. Rights-based and results-based programming approach fully incorporated into all phases of PPL and projects processes.
6. Commitment and institutional capacities of the national and local partners gained and established.
7. Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates.
8. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, PPL development/management/coordination, information sharing and networking.

### KEY ACCOUNTABILITIES and DUTIES & TASKS

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

#### 1. Knowledge Management for PPLs

- Contribute to the PPL by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the PPL Knowledge Network system of "lessons learned" and other corporate-level databases.
- Participate in information exchange with PPL partners as well as in the development of training and orientation material by providing professional technical assistance.
- Participate in the preparation of, and making professional contribution to, the preparation of PPL reports required for the management.

#### 2. PPL Development and Management

- Provide professional technical assistance in the preparation of the Situation Analysis for PPL development and management by collecting and analyzing data and monitoring implementation progress.

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- Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing PPLs and projects.
- Draft or prepare PPL work plans as required. Propose adjustments/changes in work plans.
- Propose PPL recommendations for inclusion in formal PPL documentation, and new approaches, methods and practices for supervisor.

### **3. Optimum Use Of PPL Funds**

- Monitor PPL implementation progress and compliance.
- Monitor the allocation and disbursement of PPL funds, making sure that funds are properly coordinated, monitored and liquidated.
- Take appropriate recommendations or actions to optimize use of PPL funds.

### **4. PPL Monitoring and Evaluations**

- Undertake field visits to monitor and assess PPL implementation and decides on required corrective action.
- Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major PPL evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of PPL delivery.
- Participate in annual review meetings with government counterparts and other partners.
- Collaborate and prepare annual PPL status reports in a timely manner, as required.

### **5. Rights-Based and Results-Based PPL Management Approach**

- Support rights-based programme approach in the formulation of PPL goals and objectives and development of strategies and implementation frameworks.
- Collaborate with partners and assist in the strengthening of quality of child rights-based programmes consistent and effective planning, design, implementation, monitoring and/or evaluation of projects.
- Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.
- Provide professional technical assistance in preparing 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 PPL, new initiatives and management issues to ensure achievement of stated objectives.

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

- Provide government authorities and partners with technical assistance and supports in planning and organizing training programmes for the purpose of capacity building and PPL sustainability.
- Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous supports, coordination and collaboration for sustainability.

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

- Analyze PPL-related issues and policies from a child and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates.
- Promote the organization goals of UNICEF through active advocacy and communication.

### **8. Partnership, Coordination and Collaboration.**

- Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, to improve the ability to collect and disseminate development data and information, exchange information on PPL status and implementation and movement/distribution of

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supplies.

- Establish and maintain linkage to the Regional Knowledge Network to ensure the availability of current and accurate PPL data.
- 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.
- Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the PPL budget allotments (PBA).
- Maintain close collaboration with Regional Advisers and HQ Officers for overall coordination.
- Provide professional support 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.

### QUALIFICATION and COMPETENCIES

#### 1. Education

University degree in Social Service, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines, with specialized training in conflict resolution and National SoP.

#### 2. Work Experience

- A minimum of two years of relevant professional work experience in the Palestinian camps and gatherings in Lebanon is required, including professional experience in social development planning and management in child protection and GBV related areas.
- Practical experience in the field is considered as an asset.
- Experience in emergency planning and response is considered as an asset.

#### 3. Language Proficiency

Fluency in Arabic and English is required.

#### 4. UNICEF values and competency Required (based on the updated Framework)

##### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

##### 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)

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- Manages ambiguity and complexity (1)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

### 5. Technical Knowledge

#### a) Specific Technical Knowledge Required (for the Job)

- 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.
- UNSECORD training for members of Security Management Team.