

UNITED NATIONS CHILDREN'S FUND

JOB TITLE: <u>Programme Officer Level P2</u> JOB LEVEL: <u>Level P2</u> REPORTS TO: <u>Social Policy Advisor/Manager P-5</u> LOCATION: <u>Tunisia Office</u>	JOB PROFILE NO.: ____ _ CCOG CODE: _____ FUNCTIONAL CODE: <u>EI/P-2</u> JOB CLASSIFICATION _____
<p>PURPOSE OF THE JOB</p> <p>UNICEF Tunisia is supporting the ongoing reform of the national social protection system for the implementation of social protection floor guarantees, including the children's pillar, through the gradual introduction of a universal allowance for children. In response to the socio-economic impacts of COVID-19 on children, UNICEF has been since 2020 supporting the introduction of specific cash transfers for children from families enrolled in national social assistance programmes.</p> <p>The transfer of allowances to children from poor and vulnerable families is accompanied by complementary activities (cash+ approach) on child protection, early childhood development, food security and nutrition, education etc. to ensure that children receive integrated care that meets all their needs to better address the vulnerabilities they face. The child allowance programme is complemented by communication campaigns on the start of the school year and on positive parenting, including messages on the importance of early stimulation, vaccination and a balanced diet for young children. The implementation of the programme requires an important communication and capacity-building component for social workers and the national system.</p> <p>UNICEF Tunisia action and support contribute to the national vision of establishing the national social protection floor, which aims to ensure universal social protection coverage by 2030. In this regard, UNICEF Tunisia actively coordinates all implemented activities and works closely with all national stakeholders and technical and financial partners active in the social protection sector.</p> <p>The position of Programme Officer P2 ensures the documentation of the activities and results achieved by the programme, reporting, institutional communication and dissemination of good practices as well as support for the implementation of activities such as workshops, field visits, training, development of communication tools, etc.</p>	
<p>KEY END-RESULTS</p> <ol style="list-style-type: none"> 1. Communication and advocacy of the integrated social protection programme: The production of communication products and materials is carried out in a timely manner and is monitored to support the communication strategy of the integrated social protection programme, the campaigns and priorities of the programme, and to support resource mobilization with donors. 2. Monitoring and Reporting: Regular monitoring and reporting activities are structured and undertaken in accordance with the workplan to ensure maximum visibility and continuous improvement of communication and reporting efforts with donors and other stakeholders involved. The results of the integrated social protection programme are documented, and the reports are of high quality, prepared and shared in a timely manner based on the collection and analysis of data from the field. 3. Workshops, capacity building activities and exceptional events: The organization of all events and workshops is actively supported, prepared, and documented to help achieve the programme advocacy and communication expected results. The list of all partners involved in the integrated social protection programme (individuals, ministries, donors, technical and financial partners, financial institutions andc.) is updated regularly facilitating the monitoring of participation in workshops and other activities that support the programme expected results. 	
<p>KEY ACCOUNTABILITIES and DUTIES & TASKS</p> <ol style="list-style-type: none"> 1. Communication and advocacy activities of the social protection programme Ensures that the production of communications products and materials is executed in a timely 	

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manner and is monitored to support the programme communications strategy and visibility as set out in workplans.

Functions and tasks

- Implements the tasks of the programme in relation to the communication component assigned
- Gathers content and coverage of relevant social protection programme interventions to identify effectiveness of programme activities and outcomes. Develops complementary, specific materials and activities supporting the integrated social protection programme.
- Produce advocacy and communication materials (e.g. briefing notes, images, videos, web pages, human interest stories etc.) that meet national and international standards defined in the UNICEF communication toolkit.
- Assists in the writing and editing of articles, press releases, human interest stories and other advocacy/information materials for traditional and online media, as appropriate.
- Monitors the production of advocacy and communication materials (films, videos, audiovisuals, etc.) and supervise the qualitative aspects of the production (quality control, translations, revision of layout and graphic design, etc.).
- Creates and maintains an up-to-date documentation centre for all communication materials of the integrated social protection programme, including publications, press releases and releases, photographs, audiovisual material, Internet resources, etc.
- Establishes and recommends appropriate information and communication materials for use in the media and in other advocacy and communication activities; reviews printed and audiovisual media to strengthen suitability, quality and dissemination.
- Recommends contacts, networks, resources, and processes established to support communication activities.

2. Monitoring and Reporting

Ensures that regular activities to monitor and report on the progress of the integrated social protection programme are structured and undertaken in accordance with the work plan for maximum impact and continuous improvement. Ensures that the results and the various reports are of high quality, prepared and shared in a timely manner based on the collection and analysis of field data.

Functions and tasks

- Contributes to the development of all advocacy, communication and reporting materials to donors by compiling and analyzing relevant information on activities implemented under the integrated social protection programme.
- Contributes to and monitor the appropriate and timely dissemination of advocacy, communication and reporting materials to target audiences. Provides support to assess the use and effectiveness of media materials. Maintain a library of media coverage (press releases, reports, websites etc.).
- Monitors the public's perception of an integrated social protection programme and recommends appropriate actions to maintain a positive image.
- Assists in providing feedback to programme sections involved in the integrated social protection programme on the use and relevance of communication materials.
- Ensures the collection, analysis and monitoring of integrated social protection programme data and information and reporting to implement effective communication strategies, planning and effective and efficient advocacy.
- Undertakes the review of lessons learned from successful and unsuccessful communication experiences, as directed by the supervisor.

3. Workshops, capacity building activities and special events

The organization of all events and workshops is actively planned, prepared and documented to achieve the programme advocacy and communication expected results. The list of all partners involved in the integrated social protection programme (individuals, ministries,

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donors, technical and financial partners, financial institutions, etc.) is updated regularly facilitating the monitoring of participation in workshops and other activities that support the programme expected results.

Functions and tasks

- Assists in organizing and eliciting support from partners and the public for all events and activities aimed at promoting and achieving expected results of the integrated social protection programme.
- Supports the development and maintains close collaboration with the media and programme sections, as well as other stakeholders whose support is critical to the achievement of the integrated social protection programme expected results.
- Maintains and updates the integrated social protection programme partners contact lists.
- Tracks/documents all processes and work with stakeholders/organizations for the organization of workshops or visibility events.
- Prepares communication and promotional materials for briefings and visits, donors, UNICEF representatives, partners etc. This task includes the preparation of information materials (e.g. press releases, programme summaries, integrated social protection programme fact sheets and kits), and has contributed to planning, logistics and administrative arrangements.

JOB GRADE FACTORS

Level 2

- Reporting to the Senior Advisor/Manager Social Policy and working closely other colleagues involved in the programme.
- Responsible for the implementation of the communication and reporting component of the integrated social protection programme. The work is focused on tasks and results.
- Responsible for the collection, analysis, and evaluation of data/information to produce analyses, reports and information/communication materials.
- Assists in the writing, analysis and editing of articles and stories of human interest and other advocacy materials.
- Assists in the organization of all workshops and special events in consultation with government counterparts and partners to support program delivery.
- Works under the supervision of the Senior Advisor/Manager in close collaboration with other colleagues involved in the programme.
- The incumbent works in compliance with rules and regulations and makes recommendations to the supervisor when departing from guidelines or changing procedures.
- Supervises and monitor the production and qualitative monitoring of information, reporting and communication media.

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

- A minimum bachelor's degree or equivalent degree in communication or project management or a related field.

2. Work Experience

- Has at least two (2) years of experience in the field of communication, project management, partnerships and event management.
- International experience
- Experience with UNICEF or other UN agencies is an asset
- Proven experience in publishing articles and reports for the general public and partners

3. Language Proficiency [1]

Oral and written proficiency in French and English and a very good writing and synthesis ability.

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

i) Core Values (Required)

- Care
- Respect

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- Integrity
- Trust
- Accountability

ii) Core Competencies (Required)

- 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)

iii) Functional Competencies (Required)

- Persuading and Influencing [1]
- Applying Technical Expertise [1]
- Learning and Researching (2)
- Planning and Organizing [2]

iv) Technical Knowledge

a) Specific Technical Knowledge Required (for the job)

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

Specific and up-to-date working knowledge of:

- Executive Board and other policy documents.
- Executive Directives,
- Thorough knowledge of the Strategic Plan (SP)
- UN/UNICEF Policy Papers
- UNICEF programme policy, procedures and guidelines.
- Rights-based and Results-based management approach and programming in UNICEF
- General administrative and financial guidelines.
- Human resources manual
- UNICEF communication and other DOC guidelines
- Communication toolkit
- Brand Toolkit and Brand Book
- UNICEF Stylebook
- Ethical Guidelines on Reporting on Children

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

General knowledge of:

- Communication practice, methodology and practical application. Knowledge of current theories and practices in communication research planning and strategy.
- Fundamentals of working in various media formats – print, audio, video, web etc.
- Computer systems, including internet navigation, office applications, and specifically, interactive digital media.
- United Nations or other international organizations; good understanding of world affairs, current events and international development issues
- Global human rights issues, specifically relating to children and women, and current UNICEF position and approaches.
- UNICEF communication goals, visions, positions, policies, guidelines and strategies.
- UNICEF policies and strategy to address national and international issues, including emergencies.
- UNICEF emergency communication policies, goals, strategies and approaches, including emergency preparedness.

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- Gender equality and diversity awareness

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

- Knowledge and expertise in management, communication strategy and networking.
- Technical competence in producing content for various media formats – print, audio, video, web etc.
- 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.