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

I. Post Information

Job Title: **Child Protection Officer**	Job Level: **Level 2**
Supervisor Title/ Level: C**hild Protection Specialist P3**	Job Profile No.:
	CCOG Code: **1L04**
Organizational Unit: **Programme**	Functional Code: **CHI**
Post Location: **Accra, Ghana**	Job Classification Level: **Level 2**

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 programmes, 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.

Job organizational context:

The Child Protection Officer GJP is to be used in a Ghana Country Office (GCO) where the Child Protection Programme is a component of the Country Programme. The Child Protection Officer reports to the Child Protection Specialist who is at **Level 3**.

Purpose for the job:

The Child Protection Specialist reports to the Child Protection Specialist P-3 for guidance and general supervision. The Officer supports the development and preparation of the Social Welfare Services of the Child Protection Programme and is responsible for managing, implementing, monitoring, evaluating and reporting of progress of these Components within the country program. The Specialist provides technical guidance and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable UNICEF contribution to national and international efforts to create a protective environment for children against all harm and to protect their rights to survival, development and well-being as established under the Convention on the Rights of the Child, international treaties/framework and UN intergovernmental bodies.

The Officer contributes to achievement of results according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Technical and operational support to programme implementation**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**

1. **Support to programme development and planning**

   - Conduct and update the situation analysis for the development, design and management of child protection related programmes/projects. Research and report on development trends (e.g. economic, social, health) and data for use in programme development, management, monitoring, evaluation and delivery of results.

   - Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, analysis and reporting of child protection and other related information for development planning and priority and goal setting.

   - Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical, programme, operational, and administrative transactions, preparing related materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluating of results.

   - Prepare required programme documentations, materials and data to facilitate the programme review and approval process.

2. **Programme management, monitoring and delivery of results**

   - Work closely and collaboratively with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

   - Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes/projects, and to report on required action/interventions at the higher level of programme management.

   - Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, organizational rules, regulations, procedures and donor commitments, standards of accountability and integrity. Report on critical issues and findings to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.

- Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

3. **Technical and operational support to programme implementation**

- Conduct regular programme field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.

- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in child protection, to support programme implementation.

4. **Networking and partnership building**

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on child protection.
- Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of child protection programmes/projects, and to integrate and harmonize UNICEF's position and strategies with UNDAF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for child protection programmes.

5. **Innovation, knowledge management and capacity building**

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Child Protection Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to create a protective environment for children against harm and all forms of violence, and ensures their survival, development and well-being in society. Success in child protection programmes and projects in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies

- Communication (II)
- Working with people (I)
- Drive for results (I)

Functional Competencies:

- Formulating strategies and concepts (I)
- Analyzing (II)
- Applying technical expertise (II)
- Learning and researching (II)
- Planning and organizing (II)

VI. Recruitment Qualifications

Education:	A University degree in Social Work, preferably with a specialization in child protection, or in another related Social Science discipline, is required.
Experience:	A minimum of two (2) years of professional experience in developing policies, programmes and tools, providing technical assistance and managing programmes in the area of social/child and family welfare/child protection services. Relevant experience in working with local government and Metropolitan, Municipal and Districts Assemblies. Relevant experience in child protection and related areas, program/project development and management in a UN system agency or organization is an asset.

	Experience in both development and humanitarian contexts are an added advantage.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

VII.   Signatures – Job Description Certification

Name: Antoine Deliege	Signature:	Date:
Title: Child Protection Specialist (Supervisor)		
Name: Anne-Claire Dufay	Signature:	Date:
Title: UNICEF Representative		