



## TERMS OF REFERENCE - SOCIAL POLICY OFFICER NOB

### I. Post Information

**Contract Type:** Temporary Appointment  
**Proposed Level:** NoB  
**Duration:** [maximum for a TA is 364 days]  
**Duty Station:** Jamaica Country Office  
**Supervisor Title/ Level:** Deputy Representative P4  
**Organizational Unit:** Programme  
**Post Location:** Jamaica

### 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 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.

**Job organizational context:** The Specific Job Profile for the **Social Policy officer** at the **NoB level** is to be used in the Jamaica country office, in support to the Child Rights Monitoring and Multidimensional Outcome and coordinate the Joint Programme "Improving efficiency, effectiveness and equity in Public Expenditure in Jamaica for SDG acceleration" under the supervision of the Deputy Representative who is at a level P-4.

**Purpose for the job:** Under the supervision and guidance of the supervisor, the Social Policy officer is responsible for providing technical support to the implementation and monitoring of all stages of social policy programming and related advocacy from strategic planning and formulation to delivery of concrete and sustainable results. This includes programmes aimed at improving (a) social protection coverage and impact on children; (b) Strengthening child-sensitive shock responsiveness social protection as part of COVID 19 emergency response c) public policies to reduce child poverty; (d) the transparency, adequacy, equity and efficiency of child-focused public investments and financial management; The Social Policy will act as the coordinator of

the Joint Programme “*Improving efficiency, effectiveness and equity in Public Expenditure in Jamaica for SDG acceleration*” led by UNICEF in collaboration with PAHO and UNDP.

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

#### **Summary of key functions/accountabilities:**

- **Joint Programme (JP) “Improving efficiency, effectiveness and equity in Public Expenditure in Jamaica for SDG acceleration” is effectively coordinated, implemented, monitored and reported**
- **Strengthening social protection coverage and impact for children in Jamaica.**
- **Strengthen national child-sensitive shock responsive social protection systems and support UNICEF preparedness and coordination to ensure resilience and responsiveness of the systems.**
- **Advocacy, networking, coordination and partnership building**

#### **1) Joint Programme (JP) “Improving efficiency, effectiveness and equity in Public Expenditure in Jamaica for SDG acceleration” is effectively coordinated, implemented, monitored and reported**

- Provide support in the design, implementation, monitoring and reporting to the JP
- Ensure the day-to-day management and coordination of the programme and communication with Steering Committee, Resident Coordinator Office and the SDG fund.
- Report to the Steering committee and under its guidance ensure that the project planning, review, monitoring, evaluation, reporting and coordination among the various partners is effective and timely
- Support the recruitment of specialists to provide technical assistance to the MDA covered by the project under the JP.
- Develop detailed reports as per schedule
- Coordinate with MDA training and activities under the JP .
- Support the development, review process and use of the planning, budgeting and monitoring guidelines.
- Support UN Agencies under the JP to coordinate, review and monitor activities under the Joint programme.

#### **2) Strengthening social protection coverage and impact for children in Jamaica.**

- Provide inputs to the development of social protection policies, legislation and programmes with attention to increasing coverage of and impact on children, with special attention children with disability. Identifies, generates and presents evidence to support this goal in collaboration with partners.
- Promote strengthening of integrated social protection systems, providing technical support to partners to improve the design of cash transfers and child grants and improve linkages with other social protection interventions such as health insurance, public works and social care services as well as complementary services and intervention related to nutrition, health, education, water and sanitation, child protection and HIV.

- Promote critical thinking and innovative approaches and good practices for sustainable social protection programs/projects initiatives through advocacy and technical advisory services

**3) Strengthen national child-sensitive shock responsive social protection systems and support UNICEF preparedness and coordination to ensure resilience and responsiveness of the systems.**

- Coordinate, monitoring and report on the JP “Safeguarding and Protecting the Most Vulnerable: Enhancing Jamaica’s Shock Responsive” as part of the COVID 19 Emergency Response.
- Support the development of robust shock responsive social protection, increasing national capacity to activate rapid responses targeting the most vulnerable groups affected by COVID-19 as well as future exogenous shocks such as those associated with natural disasters and/or financial crises.

**4) Advocacy, networking, coordination and partnership building**

- Support Jamaica Country Office to Build and strengthen strategic partnerships through networking and advocacy with local/national government, UN system agency partners, donors, internationally recognized institutions, NGOs, funding organization, research institutes and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on social protection.
- Support the preparation of programme proposals, strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances for sustainable results and support fund raising for UNICEF and Country Office Social Protection programs and emergency interventions.

**IV. QUALIFICATION and COMPETENCIES (based on UNICEF Professional Competency Profiles)**

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

**1. Education**

- Advanced university degree in Social Sciences, International Relations, Political Science, International Finance, public relations, media, communication, or other relevant disciplines.

**2. Work Experience**

- A minimum of two years of relevant professional work experience.
- Experience with Jamaica Social Protection System and/or PATH programme is an asset
- Knowledge and working experience on Public Finance is an asset.
- Developing country work experience (for IP) or field work experience (for NO)
- Background/familiarity with Emergency is considered an asset

**3. Language Proficiency**

- Fluency in English

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

- Core Values (Required)
  - Commitment

- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Communication [ II ]
- Working with People [ II ]
- Drive for Results [ II ]

iii) Functional Competencies (Required)

- Leading and Supervising [ II ]
- Formulating Strategies and Concepts [ II ]
- Analyzing [ III ]
- Relating and Networking [ II ]
- Persuading and Influencing [ II ]
- Planning and Organizing [ III ]

**Approved by:**

	<b>Name</b>	<b>Title</b>	<b>Date</b>	<b>Signature</b>
<b>Supervisor</b>	Vicente Teran	Deputy Representative	17/9/2020	
<b>Head of Office</b>	Mariko Kagoshima	Representative	17/9/2020	