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

I. Post Information

Job Title: **Education Officer (system strengthening)** Supervisor Title/ Level: **Education Manager, Level 4** Organizational Unit: **Programme** Post Location: **Country Office**	Job Level: **Level 2** Job Profile No.: CCOG Code: **1F** Functional Code: **EDU** 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: Yemen is a Level 2 emergency and currently facing one of the biggest and most complex humanitarian crises in the world. The Country Office has received US$75 million from the World Bank to improve access to education and system strengthening in the most disadvantaged areas in Yemen. The Education Officer position is based at UNICEF Country Office in Sana'a. The Education Officer reports to the Education Manager who is at Level 4.

Purpose for the job: Under the supervision of the Education Manager and working in collaboration with the Education section, key partners, the Education Officer assists agenda on system strengthening with a focus on education planning, policy development, impact assessments and data to improve learning outcomes for children.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Programme Planning, Development and Management**
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**

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1. **Programme Planning, Development and Management**

   - Ensure the availability of updated data and information and sectoral analysis concerning education management, especially education financing, decentralization, data, planning, monitoring and evaluation, education, ECD and climate change and emergencies, and private sector partnerships in education, in order to support the Education System Strengthening initiatives.

   - Support the development and implementation of the programme under her /his responsibility at the national level; including design, implementation and oversight of programme activities and results.

   - Provide technical support to the Education section and field offices in operationalising UNICEF's key priorities in Education through the development of results-oriented and costed national education strategies and plans.

   - Contribute to the preparation and updating of the situation analysis for the development, design and management of education-related programmes and research studies (e.g. girls education, children with disabilities, out-of-school children).

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

   - Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.

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

   - Suggest solutions on routine programme implementation and submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

   - Prepare draft inputs for programme/donor reporting.

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

   - Take responsibility for the development, implementation and monitoring of the System Strengthening component of the Education programme in compliance with the defined project strategies and approaches.

- Support national planning processes, with a focus on the development of education sector analysis, simulation models, education sector plans and policy evaluation.

- Undertake field visits and surveys and share information with stakeholders to assess progress and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.

4. **Networking and partnership building**

- Collaborate with the Operations and Government authorities to establish and maintain sound internal controls supportive of the Education projects planning and implementation, to coordinate financial and supply management requires as well as to ensure accountability.

- Build and sustain effective 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 education programmes.

- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes.

- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

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

- Collaborate with team members to highlight the best stories and most exciting achievements and themes in the REAL project to be disseminated internally and externally.

- Proactively engage all section colleagues and partners to collect evidence-based stories, conduct research and technical programming. Ensure information is accessible for business development and fundraising efforts.

- Identify opportunities for greater organizational learning, evidence base building, and thought leadership.

- Create external knowledge products that share lessons learned from the project.

- Keep abreast, research, benchmark, introduce and implement best and cutting-edge practices on education management and information systems. Institutionalize and disseminate best practices and knowledge learned.

IV. Impact of Results

The efficiency and efficacy of support provided by the Education Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to improve learning outcomes and universal access to quality, equitable and inclusive education. Success in education programmes and projects in turn contribute 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. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- 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)
- Manages ambiguity and complexity (1)

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

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: education, social sciences or international development and another relevant technical field. Having a solid education degree is preferable.
Experience:	A minimum of 2 years of professional experience in programme planning, management, and/or research in education sector is required. Experience working in an education development context is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English and Arabic is required.