



JOB PROFILE

I. Post Information

Job Title: **Adolescent Specialist**
Supervisor Title/ Level: **Health Specialist, NO3**,
Organizational Unit: Programme CSD
Post Location: Dakar, Senegal

Job Level: **NO3**
Job Profile No.:
Job Classification Level:

II. Organisational 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 Adolescent Specialist is a new position defined in the Child Survival and Development program of the country office and will be supervised by the Health Specialist who is at the NO3 level

Purpose for the job:

The Adolescent Specialist reports to the Health Specialist (NO 3) for general direction and supervision.

The Adolescent Specialist supports the development and preparation, management, implementation, monitoring and evaluation of the adolescent health program within the country program. The Specialist provides technical advice and management support throughout the programming processes to facilitate the administration and achievement of adolescent health program outputs in the country program.

III. Key functions, accountabilities and related duties/tasks

1. Provide support for program development and planning

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- Update the adolescent situation analysis by conducting assessments to establish evidence for UNICEF's advocacy and development of policies, frameworks and programs to promote adolescent health and survival in the country and monitor results of related programs/projects;
- Assess national/regional/international development priorities to identify opportunities and action to improve service delivery and achieve adolescent health goals, including immunization, mental health, sexual and reproductive health, prevention of risky practices, nutrition, hygiene, including menstrual hygiene management, and adolescent development in the country;
- Participate in the Country Office program formulation, planning and preparation process to provide input, advice and operational support for the integration of adolescent health, development and participation policies and frameworks, and to ensure that cross-cutting issues such as gender, disability and the rights of minorities and marginalized groups are considered and integrated into country programs and projects;
- Establish specific goals, objectives, strategies and implementation plans for adolescent health and development programs/projects using results-based planning terminology and methodology. Prepare relevant documentation for review and approval of adolescent health programs ;
- Work closely with colleagues and partners to discuss methodologies and assess national priorities/competencies to ensure concrete and sustainable results.

2. Contribute to the management, monitoring and achievement of program results

- Plan and collaborate with internal and external partners to develop monitoring criteria, performance indicators and other UNICEF/UN system indicators and metrics to assess and strengthen accountability for performance, consistency and achievement of sustainable results on programs and projects focused on adolescent health and development;
- Participate in monitoring and evaluation exercises, semi-annual and annual reviews of adolescent health programs with government and other agencies to assess progress and determine actions/interventions critical to achieving results;
- Prepare/evaluate monitoring and evaluation reports to identify gaps, strengths/weaknesses in the management of the adolescent health program, and identify lessons learned and use the knowledge gained for planning and timely intervention to achieve objectives;
- Actively monitor adolescent health and development programs/projects through field visits, surveys and/or information exchange with partners/stakeholders to evaluate programs, identify bottlenecks and make timely decisions to resolve problems and/or report to relevant officials for prompt resolution ;
- Monitor and verify the optimal/appropriate use of program resources (financial, administrative and other assets) while ensuring compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity and ensuring timely reporting and liquidation of resources;
- Prepare regular/mandated project/program reports for managers, donors, and partners to keep them informed of adolescent health program progress.

3. Provide technical and operational support for the implementation of the program

- Provide technical advice and operational support to government counterparts, NGO

III. Key functions, accountabilities and related duties/tasks

- partners, UN system partners and country office partners/donors on adolescent health, development and participation policies, practices and methodologies to support program management, implementation and results achievement;
- Participate in program meetings, including program development and contingency planning, to provide technical and operational information, advice and support;
- Develop policy papers, briefing notes and other strategic adolescent health program documents for management use, information and/or review.

4. Establish networks of partners and strengthen partnerships

- Build and maintain close and effective working partnerships with relevant government counterparts, national stakeholders and partners/allies/donors/academia worldwide through active networking, advocacy and effective communication to build capacity, exchange knowledge/skills and strengthen cooperation to achieve sustainable and comprehensive results related to adolescent health, development and participation;
- Prepare communication and information materials for advocacy on adolescent and youth issues, establish partnerships/alliances and ensure that adolescent health, development and participation initiatives and programs are adequately resourced;
- Participate and/or represent UNICEF in relevant inter-agency discussions and planning on adolescent health and development issues to collaborate with inter-agency partners/colleagues on UNDAF planning and program/project preparation ensuring that the organization's position, interests and priorities are fully considered and integrated into the UNDAF process in program planning and development, including emergency preparedness.

5. Foster innovation, knowledge management and capacity building

- Apply/Introduce innovative approaches and best practices on adolescent health, development, and participation to build the capacity of partners and stakeholders and support the implementation and achievement of concrete and sustainable program results;
- Stay informed, research, compare and implement best practices in adolescent health, development and participation evaluate, institutionalize and share best practices and knowledge gained;
- Contribute to the development and implementation of policies and procedures to ensure optimal efficiency and sustainability of programs and projects;
- Organize and implement capacity building initiatives to enhance client/stakeholder skills to promote sustainable outcomes on related programs/projects;

IV. Impact of Results

Effective and strategic advocacy, planning and formulation of adolescent development and participation programs and the achievement of concrete and sustainable results from these programs contribute to the achievement of UNICEF's goals in the country to promote the full and active participation of adolescents in the determination of their basic needs, the protection of their health rights and a safe environment. This helps maintain/strengthen UNICEF's credibility and capacity to provide program services to mothers and children that promote greater social equality and inclusion in the country.

V. Competencies and level of proficiency required

<u>Core Values attributes</u>	<u>Core competencies skills</u>
<ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<ul style="list-style-type: none"> • Nurtures, Leads and Manages People (1) • 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)

VI. Recruitment Qualifications

Education:	University degree (Master's degree) in one of the following fields: public health, family health, anthropology, psychology, sociology, education or other relevant technical field.
Experience:	<p>Five (5) years of professional experience in social development planning and management in areas related to adolescent development required.</p> <p>Professional experience in a developing country is an asset.</p> <p>Relevant experience in a UN agency or organization is an asset.</p>
Language Requirements:	Fluent in French and working knowledge in English required