



SPECIFIC JOB PROFILE

I. Post Information

Job Title: Programme Specialist
Supervisor Title/ Level: Chief of Field Office
Organizational Unit: Mindanao Field Office
Post Location: Cotabato City, Philippines

Job Level:P3
Job Profile No.:
Job Classification Level:

II. Strategic Office 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.

Strategic office context :

The Cross Sectoral Section is a new component which handles the coordination of both the horizontal and vertical dimensions of the different programmes and projects. It includes programme support role that covers programme monitoring and evaluation (PME), mainstreaming social and behaviour change (SBC), adolescent development and participation (ADAP), gender, disability inclusion (DI) and emergency response.

Purpose for the job:

The Programme Specialist (PS) reports to the Chief of the Field Office for supervision. The Programme Specialist is accountable for the cross-sectoral coordination functions throughout the programming process within the Country Programme, from development planning to delivery of results, especially in the execution of the multisectoral development projects, including KOICA and EU Grants. Through coordination with the section heads, the PS ensures that cross-cutting themes such as SBC, ADAP, Gender and DI are mainstreamed in each of the section during the preparation, execution, management and implementation of the technical and administrative programme tasks. The PS also oversees the programme progress monitoring, evaluation and the timely reporting of results to inform decision-making, strategic discussions, programming and consumption of partners and donors and resource mobilization agenda. The PS will be deputized with some of the CFO's functions (especially in the absence of the latter). The PS leads the

cross-sectoral coordination of the emergency preparedness and response activities in coordination with the section heads and will also serve as the emergency focal point for the Field Office.

III. Key functions, accountabilities and related duties/tasks:

1. Cross-sectoral project coordination functions - mostly for KOICA and EU Projects
2. Programme Monitoring and Evaluation
3. Coordination of emergency preparedness and response /serve as the emergency focal point for the field office
4. Coordinating and Mainstreaming SBC, ADAP, Gender and Disability Inclusion in all aspects of the programme
5. Deputizing the Chief of Field Office

1. **Cross-sectoral project coordination functions - mostly for KOICA and EU Projects**

- Coordinates with and provide updates to the different section heads and the Chief of the Field Office regarding the progress and status of the projects implementation.
- Coordinates, in consultation with sections' leads, the work with external partners, especially the government and the members of the:
 - i. Project Implementation Committee and the Project Steering Committee at the BARMM Regional level (Office of the Presidential Adviser on Peace Reconciliation and Unity) under EU (for Lanao del Sur Province)
 - ii. Project Implementation Committee under KOICA (for Maguindanao Province)

2. **Monitoring and Evaluation**

- Supervises and coordinates with the PME Officer in ensuring that the standard tools, indicators, activities and other PME functions are followed and observed in all aspects of the programme.
- Flags implementation delays and suggests mitigation measures to address possible and foreseen project hindrances or challenges.
- Provides timely generation of report, in consultation with and validated by the section heads.
- Support the BARMM government PME capacity strengthening

3. **Coordination of emergency preparedness and response /serve as the emergency focal point for the field office**

- Leads the MFO Disaster-Risk Reduction cross-sectoral coordination (i.e. emergency preparedness and response)
- Coordinates with the Country Office Emergency Response Focal (P3) and Disaster Response Team for emergency preparedness and response planning and programming
- Serves as the emergency focal point in the MFO and laise with external partners for any activity related to emergency response
- Provides updates to the MFO for any emergency-related actions and initiatives

4. **Mainstreaming SBC, ADAP, Gender and Disability Inclusion in all aspects of the programme**

- Supervises and coordinates with SBC Officer, ADAP/Gender/Disability Inclusion Officer ensuring that the standard tools, indicators and policies are followed and observed in all aspects of the programme.
- Coordinates with the section heads, reviews and provides feedbacks and recommendation to ensure that SBC, ADAP, Gender and Disability Inclusion are mainstreamed in all steps of the programme.

5. Deputizing the Chief of Field Office

- Serves as the Officer-in Charge in the absence of the Chief of Field Office (CFO)
- Performs other roles that maybe assigned by the CFO

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

*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.

Technical Knowledge

a) Specific Technical Knowledge Required (for the job)

- Proven knowledge and skills in Programme Management with a matrix type (multiple leaders) of coordination
- Knowledge on Programme Monitoring and Evaluation, Social and Behaviour Change, Gender, Adolescent Participation, Disability Inclusion and Disaster-Risk Reduction
- Proven knowledge and experience in supporting impact evaluation



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

- Knowledge on coordination and partnership development
- Experience in handling programmes/projects in conflict situations


IV. Impact of Results

The efficiency and efficacy of support provided by the Programme Specialist to programme preparation, planning and implementation facilitates the delivery of concrete and sustainable results that directly impact the improvement of the health of the most marginalized and vulnerable women and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of children, and to promote greater social equality to enable them to survive, develop and reach their full potential in society.

VI. Recruitment Qualifications	
Education:	<p>Advanced University Degree in one of the following fields: International Development, Social Sciences, International Relations, Political Science.</p> <p>A first-level university degree (Bachelor's) in a relevant field (as identified above), in conjunction with additional eight (8) years of relevant work experience maybe taken in lieu of an advanced university degree.</p>
Experience:	<ul style="list-style-type: none"> • At least 5 years of relevant experience and proven expertise in the area of coordination (especially matrix type) and programme management. • Previous demonstrable experience in working on SBC, PME, Gender, Disability Inclusion and Adolescent development and participation and Disaster Risk Reduction. • Demonstrated capacity to work and liaise with external partners in project management. • Facilitation of strategic linkages is required. • Background and/or familiarity with emergency and/or humanitarian is considered as an asset
Language Requirements:	<p>Fluency in English is required. Knowledge of the local language (Tagalog) and Korean language is an asset.</p>
Technical	<ul style="list-style-type: none"> • Proven knowledge and skills in Programme Management with a matrix type (multiple leaders) of coordination • Knowledge on Programme Monitoring and Evaluation, Social and Behaviour Change, Gender, Adolescent Participation, Disability Inclusion and Disaster-Risk Reduction • Proven knowledge and experience in supporting impact evaluation • Knowledge on coordination and partnership development • Experience in handling programmes/projects in conflict situations

VII. Signatures- Job Description Certification		
		
Name: <u>Radoslaw Rzehak</u>	Signature _____	Date <u>31 July 2023</u>
Title: Supervisor/Chief Mindanao Field Office		
Name: <u>Behzad Noubary</u>	Signature 	Date _____
Title: Deputy Representative for Programme		

Name: Oyunsaikhan Dendevnorov
Title: Representative

Signature  _____

Date _____