



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

### I. Post Information

Job Title: **Child Protection Manager, Sub-Sector Coordinator**  
Supervisor Title/ Level: **Chief Field Office, P5**  
Organizational Unit: **Programme**  
Post Location: **Country Office**

Job Level: **Level 4**  
Job Profile No.:  
CCOG Code: **1L04**  
Functional Code: **CHI**  
Job Classification Level: **Level 4**

### 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 Rohingya refugee crisis in Bangladesh is a high-profile emergency where 926,561 Rohingya refugees from Myanmar now populate 34 highly congested camps with serious connotations for the rights, protection, and wellbeing of children. The context garners significant donor interest and media attention. The Child Protection Area of Responsibility lies at the center of a complex, interagency response where coordination, coverage and accountability are key. It is imperative that Child Protection is represented clearly and accurately, that resources are well-managed and that needs are covered. The ability to identify, map, assess, analyze, represent, report on, and use child protection data effectively is also central to the response.

As of June 2022, there's 31 child protection partners implementing and reporting to the Child Protection Sub-Sector in Cox's Bazar. The Sub-Sector has a strong Strategic Advisory Group and few technical working groups.

**Purpose for the job:** The Child Protection Sub-Sector Coordinator reports to the **Chief of Field Office** for general guidance and direction. The Child Protection Sub-Sector Coordinator (P4) will lead, coordinate, and provide technical support to the child protection response in Cox's Bazar, Bangladesh. The coordinator will represent the Child Protection Sub-Sector in inter-sector coordination as part of the broader Protection Sector and under the overall coordination of the Inter Sector Coordination Group (ISCG).

The Coordinator is responsible for establishing the plans of action and overseeing work progress to ensure the achievement of concrete and sustainable programme/project 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 functions, accountabilities and related duties/tasks**

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

- 1. Managerial leadership**
- 2. Programme development and planning**
- 3. Programme management, monitoring and quality control of results**
- 4. Advisory services and technical support**
- 5. Advocacy, networking and partnership building**
- 6. Innovation, knowledge management and capacity building**

#### **1. Managerial leadership**

- Establish the section's annual work plan with the child protection sub-sector team; set priorities/targets and performance measurements. Monitor work progress and ensure results are achieved according to schedule and performance standards.
- Establish clear individual performance objectives, goals and timelines; and provide timely guidance to enable the team to perform their duties responsibly and efficiently. Plan and ensure timely performance management and assessment of the team.
- Supervise team members by providing them with clear objectives and goals, direction and guidance to enable them to perform their duties responsibly, effectively and efficiently.

#### **2. Programme development and planning**

- Provide technical advice and operational support to the preparation, design and updating of the situation analysis and Joint Response Plan (JRP) to ensure that current and comprehensive evidence-based data on child protection issues is available to guide Sub-sector strategic policy advocacy, intervention and development efforts on child rights and protection, and to set programme priorities, strategies, design and implementation plans.
- Keep abreast of national, regional and international development priorities on child protection and rights to leverage Sub-Sector position and competencies with donors, national governments, communities and constituents to advocate and promote child protection interventions, policies and social change to achieve goals on child's rights, protection, survival and wellbeing, as productive members of society.
- Supervise the development of child protection programmes/projects (as a full component of the Sub-Sector and JRP). Establish plans of action, programme goals and results, using results-based planning methodology and terminology (RBM).
- Guide and coordinate the timely preparation of programme recommendations and related documentation for inclusion in the Joint Response Plan recommendation ensuring alignment with overall Sub-Sector Strategic (Child Protection) Plans, strategies and priorities, plans and competencies.
- Collaborate with Child Protection Sub-Sector partners and allies to develop partnership frameworks to address specific needs and to leverage resources for enhancing and scaling up child protection programmes/projects. Ensure synergy, integration, coherence, and harmonization of programmes/projects with JRP Strategic Plans and priorities, donors' development strategies/policies, national priorities/competencies and UN System development interventions/initiatives.

- Ensure emergency preparedness is contained in programmes/projects to ensure the protection and wellbeing of children in cases of armed conflict, natural disasters and other emergency situations.

### **3. Programme management, monitoring and quality control of results**

- Plan and collaborate on monitoring and evaluation initiatives to establish benchmarks, performance indicators and other UNICEF/UN system indicators, to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results in child protection programmes.
- Participate in major monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to engage stakeholders to take required action and interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths, and/or weaknesses in programme management. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Monitor programmes/projects to assess progress, identify bottlenecks and potential problems. Take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Plan, approve, monitor, certify, and control the use of programme resources (financial, human, administrative and other assets) certifying/verifying compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity. Ensure timely reporting and liquidation of resources.
- Submit and prepare programme/project reports to donors and other partners to keep them informed on programme progress and critical issues.

### **4. Advisory services and technical support**

- Provide technical advice to office of Inter sectoral coordination, NGO, UN system and other country office partners on strategies and best practices to influence approaches/policies, support social/economic/political/legal development planning & implementation, and to support delivery of results on child protection, human rights and other related issues.
- Coordinate and work with the Protection sector, GBV sub sector and MHPSS working groups to enhance collaboration and contribute to a comprehensive integrated approach to achieve the joint results.
- Participate in strategic discussions with GBV sub-sector, Protection sector and ISCGG in Cox's Bazaar to influence policy and agenda setting for combating poverty and all forms of discrimination against women/children by advising on and advocating strategies and approaches to promote and catalyze social changes for a protective environment for children.
- Lead in Rohingya Refugee response on child protection emergency preparedness, programming and contingency planning to ensure proactive and appropriate responses are in place to meet onset of emergencies. ,

### **5. Advocacy, networking and partnership building**

- Build and strengthen strategic partnerships through networking and advocacy with local/national governments, ISCG, donors, internationally recognized institutions, NGOs, funding organizations, research institutes and private sector to reinforce cooperation

and/or pursue opportunities to promote goals and achieve sustainable and broad results on child protection.

- Undertake advocacy on behalf of the Child Protection Sub-Sector; Prepare communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnerships/alliances for sustainable results and support fund raising for child protection subsector programmes and emergency interventions.
- Participate and/or represent Child Protection Sub-Sector in Inter Sector Coordination Group (ISCG) discussions and planning on child protection sub-sector and related issues to ensure sub-sector position, interests and priorities are fully considered and integrated in the Joint Response Plans (JRP) process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues on JRP planning and preparation of programmes/projects including emergency preparedness.

## **6. Innovation, knowledge management and capacity building**

- Promote critical thinking, innovative approaches and good practices for sustainable child protection programme/project initiatives through advocacy and technical advisory services.
- Keep abreast, research, benchmark, introduce, and implement best and cutting edge practices on child protection management and information systems. Institutionalize and disseminate best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize, plan and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on child protection and related programmes/projects.
- Collect, compile, and analyze child protection-related assessments and identify key child protection concerns and issues, as well as key gaps not yet addressed.
- Integrate assessment needs into the development of an agreed interagency child protection response strategy

## **IV. Impact of Results**

The strategic and effective advocacy, planning and formulation of child protection programmes/projects and the achievement of sustainable results, contributes to achievement of goals and objectives to create a protective environment for children against harm and all forms of violence and ensures their survival, development and wellbeing in society. Achievements 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. Child Safeguarding**

Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work, UNICEF personnel or UNICEF associates. The risks may include those associated with: physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to

provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.

The incumbent to this role is expected to have special responsibilities in managing child safeguarding risks and in taking appropriate measures to prevent any harm to children. The role has the potential to particularly affect children, (i) because the incumbent will be working closely with children; (ii) with their data; (iii) because the children's background or situation make them vulnerable; or (iv) the role may entail responsibilities in reporting and responding to child safeguarding concerns. **The position is considered as an “elevated risk role” and the appointee will be subject to a more rigorous vetting and training.**

## VI. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### ii) 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.

## VII. Recruitment Qualifications

Education:

An advanced university degree in one of the following fields is required: international development, human rights, psychology, sociology, international law, or another relevant social science field.

Experience:

A minimum of eight years of professional experience in social development planning and management in child protection related areas, at the international level, is required.

Relevant experience in programme development in child protection related areas in a UN system agency or organization is considered as an asset.

Experience in both development and humanitarian contexts is an added advantage.

Language Requirements:	Fluency in English is required. Knowledge of local language is an asset.
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## Child Safeguarding Certification

(to be completed by Supervisor of the post)

**Child Safeguarding** refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2a. Is this a Direct* contact role?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  <i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3a. Is this a Child data role? *:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  <i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is this a Safeguarding response role*  <i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Is this an Assessed risk role*?  <i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.