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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND****SPECIFIC JOB PROFILE (SJP)** |

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| **I. Post Information** |
| Job Title: **Child Protection Officer (MRM Database) Level: NO-2 FT**Supervisor Title/ Level: **Child Protection Specialist (MRM/CAAC) P-3**Organizational Unit: **Child Protection**Post Location: **Yemen CO, O/P Amman, Jordan**Position #**118489** | Job Level:Job Profile No.: CCOG Code:Functional Code:Job Classification Level:  |

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| 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 humanitarian crisis in Yemen, driven by ongoing conflict, is recognized as one of the largest emergencies globally. Over 20 million people are in need of humanitarian assistance, with more than 3 million internally displaced due to the violence. Children are disproportionately affected, facing numerous documented and verified violations, including killings, maiming, and recruitment into armed groups, alongside other serious abuses. Yemen is experiencing a critical protection crisis that poses significant risks to the safety, well-being, and fundamental rights of children.Prior to the onset of this crisis, conditions for children were already precarious. The combined impact of security challenges, persistent conflict, and widespread poverty has further eroded family protective structures, adversely affecting children's lives and undermining their rights. There are currently 13 active parties involved in the conflict, with six having been listed since 2015 for committing various violations against children's rights, two of which were delisted thereafter.The Monitoring and Reporting Mechanism (MRM), established under UN Security Council Resolution 1612 and implemented in Yemen since 2011, serves as a key tool for addressing issues related to children and armed conflict.UNICEF Yemen’s child protection program is dedicated to safeguarding all children, particularly the most vulnerable, from violence, exploitation, abuse, and harmful practices. As the conflict extends into its tenth year, the urgent need for enhanced protective measures remains critical in addressing the ongoing risks to children’s safety and rights.As mandated by Security Council Resolutions 1612 (2005), 1882 (2009), and 1998 (2011) concerning children and armed conflict (CAAC), the Monitoring and Reporting Mechanism (MRM) aims to prevent grave violations against children in armed conflict, hold parties accountable for such violations, and provide appropriate responses for affected children in collaboration with relevant stakeholders.As the UN’s lead agency for children, UNICEF holds a crucial responsibility for the effective implementation of the MRM at the country, regional, and headquarters levels. This includes supporting timely and adequate monitoring, reporting, response programming, advocacy, and services for children.UNICEF co-chairs the UN Country Taskforce on the Monitoring and Reporting Mechanism, reporting on grave child rights violations in accordance with Security Council Resolution 1612. The organization ensures that all six grave violations outlined in this resolution are reported to the Security Council, UN member states, and relevant authorities in Yemen. The MRM has provided verified evidence of serious violations related to child protection, making the CAAC agenda a key priority within UNICEF’s child protection program.The Child Protection Officer (database manager) will support data collection,management and reporting for the MRM, and will report to the Child Protection Specialist, P-3.**Purpose for the job:** The Child Protection Officer will report to the Child Protection Specialist (MRM/CAAC) for supervision. The Officer is responsible for preparing, executing, managing, and implementing a range of technical and administrative program tasks to support program development, implementation, monitoring of progress, evaluation, and reporting. |

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| III. Key function, accountabilities and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. **Support programme development and planning**
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. **Support to programme development and planning**
* Conduct and update the situation analysis to inform the development, design, and management of the CAAC and MRM components within child protection programs and projects. Research and report on developmental trends—such as economic, social, and health data—to support program development, management, monitoring, evaluation, and delivery of results.
* Contribute to the development and establishment of sectoral program goals, objectives, strategies, and results-based planning for Children and Armed Conflict. This includes conducting research, analysis, and reporting on child protection and related information to inform development planning and prioritize goal setting.
* Provide technical and operational support throughout all stages of the programming process by executing and managing various technical, programmatic, operational, and administrative transactions. This includes preparing related materials and documentation while ensuring compliance with organizational processes and management systems to facilitate program planning, results-based management (RBM), and the monitoring and evaluation of outcomes.
* Prepare the necessary program documentation, materials, and data to facilitate the review and approval process for the CAAC and MRM programs.
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| 1. **Programme management, monitoring and delivery of results**
* Collaborate closely with colleagues and CAAC/MRM partners to address implementation issues, offer solutions and recommendations, and notify appropriate officials and stakeholders for higher-level interventions or decisions. Maintain records of reports and assessments for easy reference and to capture and institutionalize lessons learned.
* Participate in monitoring and evaluation exercises, program reviews, and annual sectoral assessments with MRM/CAAC counterparts to evaluate programs and projects, and to report on necessary actions and interventions at higher levels of program management.
* Monitor and report on the utilization of MRM/CAAC program resources—including financial, administrative, and other assets—ensuring compliance with approved allocations, organizational rules, regulations, procedures, and donor commitments, as well as maintaining standards of accountability and integrity. Identify and report on critical issues and findings to facilitate timely resolution by management and stakeholders, and follow up on unresolved matters to ensure resolution.
* Prepare regular and mandated MRM/CAAC reports, including the quarterly Global Horizontal Notes, the UN SG’s Annual Reports on CAAC, and the UN SG’s Country Specific Reports on CAAC, for relevant partners, supervisor and Chief of Child Protection to keep them informed of programme progress.
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| 1. **Technical and operational support to programme implementation**
* Conduct regular field visits and surveys to assess program progress, exchanging information with partners and stakeholders. Provide technical support and take necessary actions to address issues, referring them to relevant officials when needed. Report on critical issues, bottlenecks, and potential problems to ensure timely resolution and achieve desired outcomes.
* Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in child protection, to support programme implementation.
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| 1. **Networking and partnership building**
	* Foster and maintain strong working partnerships with MRM/CAAC partners and stakeholders through proactive information and knowledge sharing, aimed at enhancing program implementation and building the capacity of stakeholders to achieve and sustain child protection outcomes.
	* Engage in inter-agency meetings and events to collaborate with partners on UN operational planning and the development of child protection programs/projects, ensuring that UNICEF’s strategies are integrated and aligned with broader UN development processes.
	* Conduct research on potential donors and prepare resource mobilization materials and briefs to support fundraising and partnership development initiatives.
	* Develop communication and informational materials for CO program advocacy to raise awareness, establish partnerships and alliances, and support fundraising efforts for child protection programs.
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| 1. **Innovation, knowledge management and capacity building**
* Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
* Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
* Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
* Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.
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| IV. Impact of Results  |
| The effectiveness and efficiency of the support provided by the Child Protection Officer in program preparation, planning, and implementation play a crucial role in achieving sustainable results that create a protective environment for children, safeguarding them from harm and all forms of violence while ensuring their survival, development, and well-being. Successful child protection programs and projects, in turn, bolster UNICEF's credibility and capacity to deliver services for mothers and children, thereby promoting greater social equality within the country. |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**ii) 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)
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| **VI. Recruitment Qualifications** |
| Education: | A university degree in one of the following fields is required: international development, information management, human rights, psychology, sociology, international law, or another relevant social science field.  |
| Experience: | A minimum of two years of professional experience in information management or data management is required. Social development planning and management in child protection-related areas is preferredRelevant 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 and Arabic is required. |

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| **VII. Signatures- Job Description Certification** |
| Name: Signature Date  |
| Title: Child Protection Specialist (MRM/CAAC)  Name: Signature Date |
| Title: Chief Child Protection  Name: Signature Date |
| Title: Representative  |