



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE**

I. Post Information

Job Title: Programme Officer (Climate Change and Disaster Risk Reduction)
Supervisor Title/ Level: CCDRR specialist
Organizational Unit: Programme
Post Location: Hanoi- Vietnam

Job Level: NO-A
Job Profile No.
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

Vietnam faces the harsh impacts of climate change, placing it among the countries most affected. Over the past decade, the country has endured numerous large-scale climate-induced disasters that have significantly impacted millions of children, their families, and communities. As a result, disaster risk reduction, climate action, emergency preparedness, and response have become crucial cross-sectoral priorities.

In recent years, Vietnam has taken significant steps to address climate change as a top developmental agenda, especially in its commitments during COP-26, where Vietnam pledged to achieve net-zero emissions by 2050. However, the country's existing policies, legislation, and institutional capacities have not adequately focused on managing the risks and vulnerabilities faced by the most marginalized children, their families, and communities. It is, therefore, critical for UNICEF to emphasize a more child-centric approach to climate change and environmental protection policies and capacity-building efforts. This effort should encompass risk-informed programming, child-centred disaster risk reduction (DRR), and climate action, recognizing them as critical drivers for sustainable development.

The incumbent Climate Change and Disaster Risk Reduction (CC & DRR) Officer is expected to play an important role in supporting the acceleration of child-centred climate action, disaster risk reduction, and emergency preparedness initiatives in Vietnam, as outlined in the Country Programme Document for 2022-2026.

Purpose for the job *(Please outline the overall responsibility of this position)*

- Provide input, assistance, and coordination in conducting vulnerability analyses and risk assessments, contributing to enhancing the quality of programme planning, implementation, and monitoring and evaluation processes.
- Provide support for programme planning; facilitate the efficient implementation, monitoring, and documentation of child-centred climate change and disaster risk reduction projects, including emergency preparedness & response.
- Provide support for effective coordination of CCDRR and emergency preparedness & response efforts among programme sectors, namely health & nutrition, WASH, education, child protection, social policy, and communications.

- Contribute to emergency preparedness and response, ensuring the integration of child-centred approaches and effective coordination for timely and efficient interventions.
- Provide support and engage in policy advocacy by providing valuable inputs and insights and contributing to knowledge management initiatives. This includes disseminating information and utilising knowledge and skills to ensure a child-centred approach to climate change, disaster risk reduction programmes, and emergency preparedness and response.

The incumbent in this role will report directly to the Programme Specialist (Climate Change, DRR, Emergency).

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the shared or contributory accountabilities for all or part of the following areas of major duties and key end results. In the context of the One UN, the incumbent will support the CCDRR specialist to work closely with other UNICEF programme sections, UN agencies and other partners engaged to ensure cross-sectorality of child-centered disaster risk reduction and climate actions, in alignment with corporate strategies -UNICEF Strategic Plan and risk-informed programming.

1. Risk monitoring and assessment.

- Provide input, assistance, planning and coordination in conducting vulnerability analyses and risk assessments, contributing to enhancing the quality of programme planning, implementation, and monitoring and evaluation processes.
- Contribute to periodic updates, addressing inequities such as ethnicity, gender, poverty and other issues through accurate and complete monitoring and analysis.
- Support developing and refining methodologies for conducting risk assessments aligned with best practices and the child-centred approach.
- Assist in collecting, compiling, and analysing context, vulnerability, and risk data, providing information for informed programme planning.
- Contribute to the design and implementation of monitoring and evaluation frameworks, incorporating findings from the risk assessment to enhance the effectiveness of tracking and reporting mechanisms.

2. Work plans development, implementation, and M&E.

- Provide input, support, and collaborate with the government in the process of formulating work plans. Play an active role in the execution of these work plans, closely monitoring their progress to ensure that they remain in line with the programme's strategies.
- Prioritize integrating equity and gender considerations at both sub-national and national levels throughout the development and execution of work plans.
- Regularly evaluate and assess the effectiveness and efficiency of work plans, making necessary adjustments and taking corrective actions as required.

- Back up CCDRR specialist to certify disbursement of funds, monitor and submit financial status reports to manage in compliance with regulation and guidelines. Collaborate with appropriate government authorities to establish and maintain sound internal controls to ensure accountability.
- Conduct programme visits to provide field support monitor programmes and financial implementation in line with HACT procedures.

3. Knowledge management and fundraising.

- Establish systems and coordinate for capturing, organising, and storing data generated from monitoring, evaluations, research, studies, and lessons learned. Analysing and synthesising data and lessons learned, ensuring the information is accurate and accessible.
- Collaborate with various stakeholders, including government agencies, NGOs, and research institutions, to establish effective knowledge-sharing mechanisms.
- Work closely with relevant teams to ensure that the knowledge generated is translated into actions and policy-making insights.
- Provide support for proposal development, including GCF.

4. Emergency preparedness and response.

- Collaborate with internal and external stakeholders to collect data and information to assess risks, vulnerabilities, and capacities and use this information to inform emergency plans.
- Provide support to Emergency Focal Points (EFP) and EMT on the development and implementation of emergency preparedness and response plans, ensuring alignment with international standards and best practices.
- Provide support to EFP to coordinate training sessions and capacity-building initiatives for staff, partners, and communities to enhance their readiness for emergencies.
- Support EFP to regularly monitor disaster risks, including updating EPP; monitor incoming disasters and send staff alerts (in case EFP is absent in the country).
- Once an emergency is triggered, provide support to collect data for rapid assessment and be responsible for coordinating SitRep with the reporting team.
- Establish and maintain strong partnerships with relevant government agencies, local organizations, and humanitarian actors to facilitate a coordinated and effective response during emergencies.
- Monitor and evaluate the implementation of emergency plans, identifying areas for improvement and proposing adjustments to enhance the organisation's emergency preparedness and response capabilities.
- In the One UN context, provide input for contributing to UNDRMT.

5. Effective advocacy and partnership building.

- Cultivate strong partnerships and collaborations with relevant stakeholders, including government bodies, NGOs, and community groups, to advance child-centred CCDRR approaches.
- Stay up-to-date with policy developments, research findings, and best practices related to climate change and emergency, equity and advocacy, and incorporate this knowledge into programme planning and implementation for policy advocacy.
- Coordinate and participate in advocacy campaigns, events, and meetings to raise awareness about critical issues and influence policy decisions.

- Collaborate with the communication team and ensure the development of effective communication and policy advocacy packages. Collaborate with other sectoral programmes of UNICEF and technical teams within the CSDE section to strengthen linkages and enhance programmatic synergy for effective advocacy.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The incumbent will contribute to addressing climate change impacts on children and enhance the efficiency and efficacy of the CCDRR programme. The Programme Officer contributes to a more streamlined approach to addressing climate change challenges by effectively coordinating and implementing climate change initiatives, which results in improved data-driven decision-making, stronger partnerships, and enhanced resource allocation within UNICEF for achieving UNICEF's overarching goals related to climate resilience and the well-being of children and communities.

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

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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

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| Education: | University degree in one of the disciplines relevant to the following areas: Environmental Science, Climate Change, Social Sciences, Public Policy, Social Policy, Social Development, Community Development or a field relevant to development assistance. An advanced university degree is desirable. |
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| Experience: | <ul style="list-style-type: none">- At least 01 year of professional work experience in child-centred approaches to climate action, disaster risk reduction and humanitarian actions in international development organizations, national government, and or the private sector.- Working experience in the UN and UNICEF is an asset.- Background/familiarity with Emergency (preparedness and response), and inter-agency work. |
| Language Requirements: | Fluency in English and Vietnamese |