



UNITED NATIONS CHILDREN'S FUND

I. Post Information

Job Title: **Program Officer (Adolescent and Youth Engagement)**
Supervisor Title/ Level: **Education Specialist (Second Decade Education and learning)**
Organizational Unit: **Partnerships and Resource Mobilization Office**
Post Location: **Ho Chi Minh City**

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

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.

Purpose for the job:

The Program Officer (Adolescent and Youth Engagement) is based in HCMC and reports to the Education Specialist (Second Decade Education and Learning) and works in close cooperation with the Partnerships and Resource Mobilization Unit, as well as other programme sections, supporting the Office Adolescent Development and Participation (ADAP) Working Group.

The Officer provides professional technical, operational and administrative assistance throughout the programming process through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical programme information and learning organizational rules, regulations and procedures, to support the development and formulation of the adolescent development and participation programmes /projects within the Country Programme.

The Officer also supports and nurtures partnerships with the private sector, including the UNICEF "Next Generation" (NextGen) network of young innovators and entrepreneurs in HCMC.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Support to 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**

1. Support to programme development and planning

- Research and analyze regional and national political, health, social and economic development trends. Collect, analyze, verify and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevancy of information.
- Facilitate the development/establishment of adolescent development and participation programme goals, objectives, strategies and results-based planning through research, collection, analysis and reporting of related information for development planning and priority and goal setting.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions and preparing materials/documentations in accordance with organizational rules, processes and systems for programme planning, results based planning (RBM) and monitoring and evaluations.
- Prepare required documentations/materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results

- Work closely and collaboratively with colleagues and partners to collect/analyze/share information on implementation issues, suggest solutions on routine programme implementation and submit report to alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual programme reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of adolescent development and participation programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme/donor reporting.

3. Technical and operational support to programme implementation

- Undertake field visits and surveys and share information with partners/stakeholders to assess progress and provide technical support to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- 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 and adolescent development and participation policies,

strategies, processes and best practices to support programme implementation, operations and delivery of results.

4. Networking and partnership building

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on adolescent development and participation programmes/projects.
- Identify, explore and nurture opportunities for partnerships with the private sector and networks of young innovators and entrepreneurs, including the UNICEF NextGen, in relation to supporting UNICEF, creating awareness on child rights, and enabling the local mobilization of resources.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances and support resource mobilization to ensure the adolescent development and participation programmes/projects are adequately resourced and supported.
- Participate in the UN Thematic Working Group on Adolescents and Young People (UNTGAY)'s meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of adolescent development and participation programmes/projects and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. 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 practice to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Impact of Results

The support, research and technical analysis provided by the incumbent strengthens the advocacy, planning and formulation of adolescent development and participation programmes and partnerships. The achievement of concrete and sustainable results from these programmes contribute to achievement of UNICEF goals in the country to promote the full and active participation of adolescents in determining their essential needs, promoting their rights to a safe environment and protecting their rights to survival, development and well-being in society. Achievements in programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality and inclusion in the country.

V. 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 (1)
- 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)

or

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)

*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.

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: anthropology, psychology, sociology, education, marketing, business or another relevant technical field.
Experience:	<p>A minimum of one year of professional experience in social development planning and management and/or adolescent development related areas is required.</p> <p>Relevant experience in a UN system agency or organization of young people is considered as an asset.</p>

	The management of networking and community building activities among private sector organizations, NGOs, or community-based organizations is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.