



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: **Early Childhood Development (ECD) Officer**

Supervisor Title/ Level: **Chief Health & Nutrition**

Organizational Unit: **Programme Section**

Post Location: **Burundi, Bujumbura**

Job Level: **Level 2**

Job Profile No.:

CCOG Code: **1F**

Functional Code: **ECD**

Job Classification Level: **Level 2**

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, nutrition, 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:

Early childhood is defined as the period from conception to the age of 8. According to country experiences shared during regional consultations on early childhood development, early childhood development is based on a package of interventions in several sectors, including health-nutrition, social protection, education, water, hygiene and sanitation, and child protection. Early childhood development is a national priority and is reflected in the National Development Plan. It requires strong financing strategies to support multisectoral interventions. Cost-benefit analyses of early childhood development have shown that investing in this "window of opportunity" not only saves lives and produces responsible adults, but also boosts the national economy and social capital.

The Government of Burundi, under the leadership of the Ministry of Public Health and the Fight against AIDS, in collaboration with its partners, including UNICEF, WHO, WFP and others, has coordinated the development of a national multisectoral strategy for early childhood development in Burundi, covering the period 2021-2027. In addition to identifying priority strategic axes, the strategy proposes the role of key actors in its harmonious implementation.

The implementation of this strategic plan requires the commitment of all actors, including the government, United Nations agencies, bilateral cooperation, international NGOs, community

leaders and civil society, without forgetting the members of the community. There is great value in the development and implementation of interventions to improve the life chances of these young children.

Purpose for the job:

The ECD Officer reports to the Nutrition Manager for supervision. The Officer provides professional technical, operational, and administrative assistance throughout the programming process for ECD programmes/projects within the Country Programme from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative program tasks. The ECD officer contributes to the achievement of concrete and sustainable results on ECD related programmes/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework

III. Key function, accountabilities, and related duties/tasks

Summary of key functions/accountabilities:

- 1. Support to ECD 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 ECD programme development and planning

- Conduct and update the situation analysis and carry out assessments on early childhood development related issues to establish evidence-based data to support holistic policy and programme development, as well as coordinated planning, implementation, and monitoring of ECD related programmes/projects.
- Contribute to the development and establishment of ECD programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of ECD related information and data for development planning and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, programme, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluating results.
- Prepare required programme documentations/materials/data to facilitate the program review and approval process.

2. Programme management, monitoring and delivery of results.

- Work closely and collaboratively with colleagues and partners to discuss ECD operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decisions. 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 reviews with governments and other counterparts to assess ECD programmes/projects and to report on required action/interventions at the higher level of programme management.

- Monitor and report on the use of ECD 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 critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular/mandated ECD programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Conduct regular programme field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer 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 policies, strategies, processes and best practices on ECD related issues 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 across relevant sectors through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on ECD programmes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support resource mobilization for ECD programmes.
- Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of ECD 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 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 efficiency and efficacy of support provided by the Officer to ECD programme preparation and planning and implementation of programmes/projects, contributes to the achievement of sustainable results on ECD programmes. Success in ECD programmes and projects in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

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

i) Core Values

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

ii) 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: education, public administration, public health, nutrition, economics, psychology, sociology, human development, child development, family studies or another relevant technical field.
Experience:	<p>A minimum of two years of professional experience in social development planning and management in early childhood development related areas is required.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in French and working knowledge of English is required.</p> <p>Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.</p>

