
VACANCY ANNOUNCEMENT Requisition No. 558228

Post title: Programme Officer (Social Protection)
Open to the nationals of Armenia only

Category/Grade: NO-1

Closing Date for Applications: 9 January 2023

Type of Appointment: FIXED TERM full time appointment administered under the provisions of the UN Rules and Regulations

For every child, a champion

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

UNICEF's social protection agenda in Armenia concentrates on contributing analytical, advocacy, technical and coordination resources to build an integrated, inclusive, child-sensitive and shock-responsive social protection system through engagement on evidence generation, development of policies and legal frameworks and related programmes, as well as social service workforce strengthening, development of administrative systems and advancing of shock-responsive social protection throughout all interventions underpinned by public finance management activities, including costing. As part of this endeavour, UNICEF will be the agency responsible for coordination and oversight of a joint UN programme co-funded by EU and UN agencies via other sources on "Building a resilient social protection system in Armenia". UNICEF will coordinate the EU Contribution Agreement and enter into agreements with UNDP and WFP to put in place an agile, integrated, human-centered and shock-responsive social protection system that builds a person's resilience to vulnerability, deprivation and crises across the lifecycle. The Programme Officer will be responsible for coordinating the work between different agencies, finding synergies and implementing joint activities, as well as managing reporting activities with inputs and support from all agencies, in addition to substantive engagement in programme implementation on behalf of UNICEF.

And we never give up.

How can you make a difference?

UNICEF is looking for a motivated professional with experience of work in social protection to provide professional technical assistance and support for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of programme goals and objectives, particularly in the social protection area.

Major Duties and Responsibilities**1. Knowledge Management for Programmes**

Contribute to supporting knowledge management on social protection through providing professional assistance in data collection and analysis (with focus on poverty and vulnerability), complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange with national and development partners as well as in the development of training and orientation material by providing professional technical assistance.

2. Programme Development and Management

Provide professional technical assistance in the preparation of the Situation Analysis for social protection by collecting and analyzing data and monitoring implementation progress. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose programme recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor's approval.

3. Optimum Use of Program Funds

Monitors programme implementation progress and compliance, including compliance with donor requirements. Monitors the allocation and disbursement of programme/project funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds, including as part of joint programmes.

4. Programme Monitoring and Evaluations

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in consultation with the Representative, the Operations Officer, the Child Rights Monitoring and Evaluation Officer and others to improve efficiency and quality of programme delivery. Participate in annual sector and programme review meetings with government counterparts. Collaborate and prepare annual programme status reports in a timely manner, as required.

5. Rights-Based and Results-Based Programme Management Approach

Support a rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks with focus on social protection and integrated social protection systems. Collaborate with partners and assist in the strengthening of quality child rights-based social protection programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach.

Provide professional technical assistance in preparing viable recommendations on programme implementation, alternative approaches, new initiatives and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women at national and local level.

6. National and Local Capacity Building/Sustainability

Provide government and local authorities with technical assistance and support in planning and organizing policy and legal framework development, administrative data system strengthening, sustainable and continuous training programmes for the purpose of capacity building and programme sustainability.

Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous support, coordination and collaboration for sustainability.

7. Rights Perspective and Advocacy at the National, Community and Family Levels

Analyze social protection related issues and policies from a children's and women's rights perspective, including during shocks, and advocacy at the community and family levels for elevating credibility in national policy debates. Promote the organization goals of UNICEF through active advocacy and communication.

8. Partnership, Coordination and Collaboration.

Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information and coordinate on social protection programme status and implementation. Coordinate efforts of partners, including Government and the UN, in furthering the social protection programme, including UN joint programme. Establish and maintain linkage to the Regional social protection and child poverty agenda to ensure the availability of current and accurate programme data as well as adequate access to specialize expertise and latest developments in the sector.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).

Maintain close collaboration with Regional and HQ Advisers for overall coordination, as necessary.

Provide professional support in the provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF programme and UN joint programme.

To qualify as an advocate for every child you will have...

Education:

A university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

Experience:

- A minimum of one year of relevant professional work experience in Social Protection related programmes is required.
- Experience working in a developing country is considered as an asset.
- Background/familiarity with emergency is considered as an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.
- Experience coordinating a multi partner initiative is an asset.

Languages:

Fluency in Armenian and English is required. Knowledge of another official UN language, such as Russian, is an asset.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it.

Get acquainted with Our Values Charter: <https://uni.cf/UNICEFValues>

The core competencies required for this post are:

- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Application Procedures: All qualified applicants are strongly encouraged to apply online, using the UNICEF E-Recruitment system and following the online application link.

Remarks:

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable persons living with disabilities are encouraged to apply to become a part of the organization.

Applications are required to be submitted in English. Incomplete applications will not be considered. Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments are also subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.