

## UNITED NATIONS CHILDREN'S FUND

### GENERIC JOB PROFILE

<b>JOB TITLE:</b> <u>Child Protection Officer</u> <b>JOB LEVEL:</b> <u>Level - 1</u> <b>REPORTS TO:</b> <u>Child Protection Specialist</u> <b>LOCATION:</b> <u>Country Office</u>	<b>JOB PROFILE NO.:</b> _____ <b>CCOG CODE:</b> _____ <b>FUNCTIONAL CODE:</b> PC/P-1 <b>JOB CLASSIFICATION</b> _____
<b>PURPOSE OF THE JOB</b>  Accountable for professional technical contribution to project design, planning, administration, monitoring and evaluation of Child Protection programme/project activities, data analysis and progress reporting, and commitment for enhancement of teamwork and capacity building, in support of achievement of planned objectives of the work plan, aligned with country programme goals and strategy.	
<b>KEY END-RESULTS</b>  <ol style="list-style-type: none"> <li>1. <b>Accurate, complete and up-to-date information made available on situation of beneficiaries and effective project implementation, including budget preparation, programme and project design, implementation, management and evaluation.</b></li> <li>2. <b>Project efficiency and effectiveness enhanced through effective implementation follow-on, with implementing partners.</b></li> <li>3. <b>Progress reports and project work plans timely prepared, and effective technical assistance provided: in sharing the relevant information with concerned partners, in the identification of required supplies and equipment, and in the drafting of Country Programme Recommendation and other project documentation.</b></li> <li>4. <b>Appropriateness and completeness of financial and supply documentation as well as adherence to established allotments ensured.</b></li> <li>5. <b>Knowledge sharing with donors, media and with all strategic partners effectively promoted.</b></li> <li>6. <b>Effective communication and networking achieved through partnership and collaboration; and coordination among child protection system actors strengthened.</b></li> </ol>	
<b>KEY ACCOUNTABILITIES and DUTIES &amp; TASKS</b>  <i>Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.</i>  <ol style="list-style-type: none"> <li>1. <b><u>Programme/Project Management</u></b>             Support the availability of accurate, complete and up-to-date information required for effective Child Protection programme, including Gender-Based Violence related interventions and project design, implementation, management, monitoring and evaluation. Draft sound programme budgets for review by the supervisor; provide support for the sharing of information with relevant partners, as required.         </li> <li>2. <b><u>Project Efficiency and Effectiveness</u></b>             Enhance project efficiency and effectiveness through implementation follow-on activities with various partners, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance and Child Protection project status.         </li> </ol>	

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#### **3. Work Plan and Project Documentation**

Analyze collected data and information and prepare progress reports; draft changes in Child Protection project work plans and assist in identification of required supplies and equipment as well as in the drafting of Country Programme Recommendation and other project documentation, assuring accuracy and consistency with established rules, regulations and plans of action; and provide support as required for consultation with partners on planning and implementation of Country Programme activities.

#### **4. Project Implementation Information and Data**

Ensure the appropriateness of financial, administrative and supply documentation; verify that Child Protection project expenditures are within allotments and that data is consistent with the project information and database. Follow up on queries including with and by partners or initiate corrective action on discrepancies.

#### **5. Knowledge Sharing**

Compile Child Protection project implementation training and orientation materials to promote knowledge sharing with donors and media and all other stakeholders.

#### **6. Communication and Networking**

Ensure the effective communication and networking developed and maintained through partnership and collaboration with all stakeholders.

- Collaborate with Operations staff to implement internal controls systems and resolve day-to-day issues or discrepancies in financial or supply management; and provide support for orientation and training of Government and all UNICEF implementing partners in UNICEF financial and supply policies and procedures.
- Team with local Government counterparts to exchange information on Child Protection project implementation and status as well as movement and distribution of supplies.
- Collaborate with members of the development community, including NGOs, UN and bilateral agencies in the exchange of information relating to Child Protection sector; and provide support for strengthening the coordination among child protection system actors, including when appropriate the IASC protection sub cluster during preparedness and response to emergencies.

#### **JOB GRADE FACTORS <sup>1</sup>**

##### **Level 1**

- The scope of the job duties range from proper data collection and analysis, the timely preparation of routine, concise and accurate monitoring reports, including monitoring project status and the flow of supply and non supply assistance, recommending appropriate adjustments as required, to preparation of timely and accurate budget reports.
- The job requires primarily professional analytical and contributory technical work, including collection and assembly of data and background information; prepares tables, graphs or other statistical data for technical review and monitoring purposes. Individual decisions will be mostly technical judgement on the processing of the work, subject to the consent from the supervisor. The work must contribute to the achievement of team's planned objectives at the professional quality level. The supervisor guides and oversees the work process, progress and end-results.
- Professional support work includes administration of ongoing programmes/projects within established rules and regulations.

<sup>1</sup> The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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#### QUALIFICATION and COMPETENCIES ( [ ] indicates the level of proficiency required for the job.)

##### 1. Education

University degree in the social sciences, law or child development.

##### 2. Work Experience

One year of relevant professional work experience in Information management systems, research and monitoring and evaluation.

International work experience (for IP) or field work experience (for NO)

Background/familiarity with Emergency (for Emergency position).

##### 3. Language Proficiency

i) Fluency in English and a second UN language (IP)

ii) Fluency in English and local working language of the duty station (NO).

##### 4. Competency Profile (For details on competencies please refer to the *UNICEF Professional Competency Profiles*.)

###### i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

###### ii) Core Competencies (Required)

- Communication [ II ]
- Working with People [ I ]
- Drive for Results [ I ]

###### iii) Functional Competencies (Required)

- Formulating Strategies and Concepts [ I ]
- Analyzing [ II ]
- Applying Technical Expertise [ II ]
- Learning and Researching [ II ]
- Planning and Organizing [ II ]

###### iv) Technical Knowledge<sup>2</sup> [ ]

###### a) Specific Technical Knowledge Required [ ]

(Technical knowledge requirements specific to the job can be added here as required.)

- Essential Technical Knowledge of theories, principles and methods in the following areas:
- Strengthening child protection systems
- Strengthening partner capacity for protecting children against violence; in emergencies.
- Strengthening in respect of harmful traditional practices
- Strengthening in improving justice for children and in strengthening social welfare systems.
- Use of data and indicators in child protection.

<sup>2</sup> Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

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### **b) Common Technical Knowledge Required (for the job group) [ ]**

- Methodology of programme/project management
- Sectoral Programmatic goals, policies and strategies
- Knowledge of global human rights issues, specifically relating to children and women.
- UNICEF policies and strategy in child protection, including programmes in conflicts, natural disasters, and recovery.
- Core commitments for children in emergencies (for all Emergency positions)
- UNICEF financial, supply and administrative rules and regulations.
- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.
- Mid-Term Strategic Plan
- UN guideline on sexual exploitation and abuse by UN staff and partners.
- Gender equality and Diversity awareness.

### **c) Technical Knowledge to be Acquired/Enhanced (for the Job) [ ]**

- Government development plans and policies
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNICEF strategic framework for partnerships and collaborative relationships.