



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE

**I. Post Information**

Post #: NGR108799  
Job Title: Programme Specialist  
Supervisor Title/ Level: Representative D2 #20418  
Organizational Unit: Office of the Representative  
Post Location: Abuja, Nigeria

Job Level: L-3  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

**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 programs, 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.

**Job organizational context**

The job description for the Planning Specialist P3 level report to the Representative D2.

**Purpose for the job** Within the limits of delegated authority, under direct supervision of the Representative, the staff member will: 1) provide planning, coordination, management and monitoring support to the Office of the Representative by following up on key corporate responsibilities; 2) support the Representative, members of the Senior Management Team (SMT) including Programme Coordination, Operations and Field Operations, and the Country Management Team in the monitoring of key programmatic and management processes and results and support the efficient and effective functioning of the Nigeria Country Office. Ensure the effective functioning of the office of the Representative; 3) efficiently manages the high volume work of the Representative's office and other SMT members by proactively and strategically establishing priorities, monitoring and tracking priority actions and key decisions, and coordinating and guiding the work of others. Coordinates the Representative's activities, with a view to striking the right balance among competing demands and priorities; 4) Maintain efficient and smooth liaison with the Regional Office (RO) and Headquarters (HQ) and keep them timely informed of issues under the responsibility of the Representative. Coordinate actions and liaise with the Resident and Humanitarian Coordinator's Office and other UN agencies when needed.

**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:**

1. In close consultation with section and field office chiefs, undertake and/or coordinate research and consultations to prepare substantive position papers, documentation on programmes, etc. to situate UNICEF's work in the country. Summarize and analyze information obtained and when necessary clarifies information from technical focal points.
2. Support the representative in the review, oversight and support towards the implementation of UNICEF overall programmes, advocacy and outreach.
3. Coordinate the Representative's office in all critical aspects of work in close collaboration with the Deputy Representative and the Chief of Operations and Chief of Field Operations. Develops, introduces and maintains work flows and tools to streamline the high volume of work of the representative's office and to enable proactive and strategic identification of priority actions. Prioritize issues for the representative including planning, coordination and quality assurance.
4. Keep abreast of the main issues facing the Nigeria country office, identify internal and external issues that require the Representative's attention, and assist in formulating options as to how those matters might be handled. Ensure appropriate follow-up as directed. Maintain records and track the status of the Representative's action items.
5. Secretariat and coordinator of the SMT and Country Office Management Team (CMT), responsible for monitoring of actions and the follow-up mechanisms. Participate in meetings with task teams and external visitors as requested by the representative. Prepare summaries, conclusions and action points on such meetings, as requested. Coordinates and /or monitors follow-up actions.
6. Oversee and ensure the smooth flow of relevant information within the office of Representative and to RO and HQ through daily consultations with the Representative.
7. Ensure timely preparation of substantive materials in consultation with relevant sections and field offices, including background papers, speeches and briefing notes for meetings with Governments, senior UN Agency and NGO personnel, the diplomatic corps, as well as internal, inter-agency and donor meetings and missions, participate in such travel and meetings as required, reporting on outcomes and following up on actions decided, within given deadlines. . . Request, collate and consolidate inputs for relevant reports and briefing notes. Organize and draft responses and provide editorial and substantive input as necessary in correspondence submitted for the signature of the Representative. Finalize and provide quality assurance.
8. Support the development, effective and efficient implementation and monitoring of the Country Programme Management Plan and Annual Management Plan. Assist the Representative and other Senior Managers in ensuring that the office complies with the preparation and implementation of key internal management documents and exercises, such as the CPMP, AMPs, PBR, and Management Retreats.

**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)*

This position will contribute to effective planning and timely information exchange & follow-up actions for strengthening country office planning and coordination and ensure that substantive materials/documentation are prepared/updated on critical strategic programme and advocacy issues, intervention point/measures identified, and work plans/recommendations prepared and incorporated.

**V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)**

**Core competencies**

- 1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others
- (8) Nurtures, leads and manages people

**VI. Recruitment Qualifications**

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| Education:             | An advanced 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 five years of relevant professional work experience in either programme management, planning, monitoring or evaluation is required. Developing country work experience is highly desirable.                                                             |
| Language Requirements: | Fluency in oral and written English is required. Knowledge of one other UN working language and working language of the duty station, an asset.                                                                                                                      |