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Job Description Type: Specific Job Description Category: IP (International Professionals) Reason for Classification: Level: P-5 Title: Regional Chief of Programme & Planning Title Information in Parenthesis: CCOG Code: 1A02f UNICEF Code: RPM Classified by:	Region: LACR Country: Panama Duty Station: Panama City Office: Regional Office Section: Programme Unit: Programme, Planning & Monitoring Case Number: Post Number: 17367 Classified Date: 9/10/2024
Organizational Context:	The Regional Chief of Programme & Planning plays a critical role in ensuring that the UNICEF LAC Regional Office objectives are achieved. The incumbent ensures that the Regional and country-level plans are consistent with the objectives and priorities, particularly as they relate to ensuring that there are deliberate and costed efforts to achieve progress towards the achievement of results contained in the goals of the Strategic Plan and ROMP 2022-2025. The position also contributes to ensuring availability of and access to up-to date, quality data across the Results Areas of the Strategic Plan and ROMP 2022 – 2025 with high quality monitoring and reporting. To aid in the process, the incumbent ensures that staff across the region are trained in Results-based Management and have the skills to manage for results. In full recognition of the fact that UNICEF cannot achieve these results on its own and, in full commitment to the UNDS reform, the incumbent seeks to ensure that UNICEF's planning, monitoring and reporting are aligned and based on principles of collaboration and coherence.
Purpose of the Job:	Provides technical leadership, management advice, and programme support throughout the region and facilitates application and adaptation of UNICEF policies and strategies. Provides UNICEF programmes with leadership including advice, vision, oversight, knowledge management, articulate policies and strategies, coordination of programme strategy and implementation, capacity building, support for planning, monitoring and knowledge management, representation, and strategic partnership creation. Also oversees LACRO support to COs at key programming milestones and strengthening availability and quality of data for children. Reinforces UNICEF's commitment to culture change as they relate to Results-based Management and Results-based Budgeting across the region with a focus on demonstrating results across the Results Areas. Leads technical expertise to COs in their efforts to collect, analyse and use data, including piloting the UNICEF Data for Children Strategy in priority countries. These include the following: Please outline the overall responsibility of this position, focusing on: - Country Programme Development, monitoring and Review. - Country Office Annual Reports and Regional Office Annual Report. - UN Coherence and Inter-Agency Coordination including common chapter, UN Reform,

Key functions, accountabilities and related duties/tasks:

UNDG peer support group (Regional United Nations Sustainable Development Cooperation Framework / UNSDCF support).

- Data for children.
- UNICEF Strategic Plan.
- Coordinate the development and monitoring of the Regional Office Management Plan.
- Development of global and regional programme guidance.
- Coordinate meetings; Regional Management Team, Deputy Representations and Chief of Operations, Programme Planning and Monitoring Network.

1. Programme policies, strategies, and approaches for the region are developed and advocated for. Regional Director and Deputy Director, other Regional Advisors, Country Office Representatives and staff are advised on strategy, policy, programme and advocacy. UNICEF's global and regional risk-informed programme planning and monitoring strategy, and policy guidelines are adapted and/or developed and disseminated to Country office programme staff.

2. Strategy coordination to facilitate harmonization and implementation of the UNICEF Strategic Plan, Regional Headline Results and country strategies is formed in collaboration with management at country, regional, and HQ levels. Guidance and support are provided to form strategic alliances with national partners to influence on programme design, strategy, planning that deliver results at scale.

3. Up-to-date technical expertise is maintained, expanded, and is well disseminated throughout the Organization, and shared with the other Advisors and regional/national institutions. LACRO is connected to global processes and provides quality inputs to improve policy, guidance and approaches related to data, planning, monitoring and reporting.

4. Better evidence and data, in particular data sources that are sufficiently real-time and disaggregated to aid monitoring of Strategic Plan and Regional Headline Results and to decision-making are available and of quality. Innovation, experimentation and new types of partnerships including with academia and the private sector are generated to enhance availability and access to high quality data and analysis on children, and women equity analysis.

5. The capacities of Country Office and Regional Office staff and national partners are strengthened and continually built through an effective capacity development programme, enabling them to progressively engage in and lead UNSDCF and country programme development, implementation, monitoring and reporting.

6. Strong innovative technical leadership is provided to the organization, enhancing the ability of Regional and Country Offices to expand, lead and deliver evidence-based programmes based on the regional and country priorities, and enabling UNICEF programmes to beat the forefront of the delivery of the child related SDGs.

7. Effective engagement with regional UN Agencies, Funds and Programmes and leadership and active participation in regional mechanism are undertaken to enhance UNICEF's positioning, contribution and influence on UN Reform agendas, processes and outcomes. Regional and Country Offices are kept abreast of emerging relevant policies, strategies and approaches in the UN that impact their work. UNICEF is effectively represented and programme goals and strategies are widely shared advocated with high level and senior government officials, multi-lateral agencies, bi-lateral agencies, Private Sector, NGOs, and donors.

8. The Regional Knowledge Management Strategy is developed, coordinated, updated, implemented, and monitored to enhance UNICEF's knowledge of what works. Knowledge products are disseminated and managed to enhance access and use within and outside the Latin America and Caribbean region.

9. Regional Mechanisms and Networks benefit from high quality technical and coordination support to enhance efficiency and effectiveness. Regional Director's and Deputy Regional Director's participation in and contribution to country, regional and global visits, events,

activities, policies, strategies and initiatives are well informed, prepared and managed.

10. Emergency preparedness and response plans and monitoring frameworks are assessed and needs for emergency/humanitarian response are supported.

11. The Regional Office and the Planning, Monitoring and Knowledge Management Section are well managed. Deliberate efforts are made to forge pleasant and productive relationships and partnerships across the office to improve the overall work environment and foster a culture of care, kindness and respect.

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:

1. Advisory Capacity and Policy Development

- Exercise advisory role and provide guidance, coordination and initiatives in policy and strategy development, including in relation to oversight of the implementation of UNICEF programmes, including design of country programmes and programme strategy notes as well as (sub-) regional programmes and strategies. Advise and support the Regional Director, the Deputy Regional Director, Representatives and other Advisers and managers on programme strategy, policy, and advocacy.
- In collaboration with Country Offices and the Office of the Secretary of the Executive Board (OSEB), prepare and package CPD documents for presentation to the EB.
- Submit recommendations and position papers for use in the development of UNICEF global/regional programme policy. Make substantive contribution to the formulation, refinement, adaptation, articulation and communication of UNICEF's global, regional and country programme strategies, priorities and approaches.

2. Strategy Coordination

- Facilitate harmonization of regional and country strategies and approaches in the achievement of programme goals. Ensure the integration of cross-cutting elements of sectoral programmes as well as strategic alignment with operations and communication groups in coordination with other Regional Advisors, Country Representatives and Deputy Representatives.
- Guide and support on cross-cutting interventions, working with counterparts and team members to establish overall programme plan, monitor compliance and performance standards, and ensure coordination of activities, information and experience to achieve programme objectives. Provide policy guidance and technical support to national partners toward the development of national policy/strategies for UNICEF-assisted programmes.
- Lead the review of the Regional Office Management Plan (ROMP), the preparation of the Regional Office Annual Report (ROAR) and coordinate the monitoring and reporting on the Regional Headline Results.

3. Capacity Building

Design a regional programme with Regional and HQ Advisors to upgrade the capacities of UN and government counterparts as well as UNICEF Regional and Country Office staff, Management for Evidence-based Results at scale. Guide and support Country Offices in building capacity to plan and conduct relevant orientation, workshop, training and staff learning/development activities.

4. Technical Leadership

Provide expertise combining cutting-edge technology and programme innovation with operational and political perspectives that empower and position UNICEF programmes as leaders in the field of planning, monitoring and knowledge management.

5. Regional Monitoring and Assessment

Partner with the HQ Advisor, the Regional Evaluation Advisor and Country Monitoring and Evaluation Officers in the development and review of indicators and participatory approaches for programme monitoring. Ensure that current information about the situation of children and women, the performance and coverage of programmes, programme monitoring, the attainment of the SDGs and other goals, regional capacity building in monitoring and evaluation, and best practices is widely available to UNICEF country and regional offices.

6. Representation and Engagement in Regional Partnerships

Represent and advocate for UNICEF in meetings with high level and senior government officials, agencies, NGOs, and donors. Contribute to better consultative processes and networking with donors. Participate in the inter-agency meetings in the collaboration with the UN country team in support of the attainment of the SDGs and the UN Reform Agenda.

7. Knowledge Management (Contribution to)

Maintain technical expertise, including open knowledge sharing with the HQ Advisor and regional/national institutions. Serve a regional focal point of technical expertise. Monitor developments in technical area, as well as political and social developments, at the national and regional levels. Lead a collective process of information collection, analysis, synthesis and dissemination. Analyse and synthesize data and trends and regional priorities for the articulation of policy advocacy with governments, regional institutions and other key partners. Document lessons learned and best practices for dissemination both internally and externally and ensure those lessons learned are methodically integrated within countries' strategic plans and activities. Contribute to UNICEF's programme knowledge network.

8. Communication, Networking and Partnership

As the credible voice of the Region for a technical sector, enhance UNICEF's regional technical leadership role by forging internal and external partnerships in the development of harmonized programme interventions, through high level representation in regional fora, with senior partners and stakeholders as well as through expansion of programmes and networks. Articulate, advocate and communicate the objectives and capacities of UNICEF to be a reliable partner in development.

Develop and maintain partnerships with the Communications Advisor to develop innovative strategies for information, advocacy and resource mobilization.

Build strategic alliances with various international and regional partners, national associations, entrepreneurs, academics, religious organizations and NGOs to promote and support Country Office efforts to impact on social policy change.

9. Regional and Global Management Mechanisms

- In collaboration with the Regional Chief of Operations support country offices in the formulation of CPMP and as a member of the Technical Review Team and the Programme Budget Review (PBR), provide technical inputs and recommendations for decision making by the PBR.

- Assist in the preparation of Regional Office submissions to Global PBR.

- Coordinate the preparation of Regional Management Team (RMT), Deputy Regional and Operations (DROps) and Planning Monitoring and Evaluation Network meetings. Coordinate the implementation of follow-up actions from these meetings.

- Coordinate LACRO contribution into Global Management Team, Executive Board and other relevant Global Meetings.}

- Support the preparation and implementation of RO Programme Management Meetings.

10. Humanitarian Performance Monitoring

- Lead regional efforts in humanitarian planning, monitoring, and reporting, ensuring alignment with UNICEF's strategic objectives and regional priorities. This includes providing high-level guidance on ongoing regional humanitarian responses, coordinating cross-sectoral

teams, and validating data for accurate reporting. The role also involves establishing quality assurance mechanisms for humanitarian planning.

- Drive coordination of humanitarian data initiatives across the region, including collaboration with UNHCR, IOM and other key partners, including in the area of migration. This involves maintaining and strengthening the regional HPM network, supporting evidence-based preparedness and response planning, and ensuring robust data preparedness at both country and regional levels. The incumbent will also lead capacity-building initiatives, develop regional assets, and identify the provision of HPM surge support during crises.

11. Support to Regional Office management systems, processes and coordination for the effective delivery of COs support against defined priorities and key results:

- Lead on monitoring of the implementation of the Regional Office Management Plan.
- Oversee the development and monitoring of the Regional Office Sections Annual Workplans and the achievement of core results and priorities.
- Support the coordination and monitoring of the delivery of LACRO's CO support and its contribution to regional level priorities and results.
- Oversee the programme budget planning and monitoring function, including as a core member of the Regional Office Budget Advisor Group.

12. Manage the Regional Office Programme, Planning & Monitoring section.

- P&M Section has direction and workplans in place to achieve annual milestones. Section budget is well managed.
- Performance reviews of the section and with individual team members are undertaken in line with organizational policy.
- Actively participate in Regional Office management mechanisms such as ROMT, PMT, CRC, PRC, among others.
- Support efforts by the office to improve the working environment and atmosphere.

Impact of Results:

- Decides on topics and countries requiring priority attention and support to improve
- Planning, monitoring and quality assurance of UNICEF programmes of cooperation. Errors may lead to the inappropriate or inefficient use of human and material resources while failing to address the most critical problem areas.
- In advising on technical matters and in areas such as monitoring system methodology, survey design and data collection and analysis techniques, errors may result in an inefficient or ineffective use of resources and inferior or misleading results.
- Incorrect or inappropriate information about steps and procedures for carrying out country programme preparation, clearance and review can cause waste of time and resources and may damage UNICEF's credibility with partners and counterparts.
- Recommendations may relate to matters of strategy, timing and emphasis in carrying out the oversight and quality assurance functions of the regional office, or to more technical issues in monitoring, evaluation and analysis.
- The soundness of these recommendations will affect the ability of the Regional Director and the regional office to provide professional, high-quality oversight and support to UNICEF offices and activities in the region.
- Recommendations may relate to matters of strategy, timing and emphasis in functions and accountabilities, and could adversely affect UNICEF's credibility and effectiveness in promoting children's rights and welfare throughout the region.

Competencies and level of proficiency required:

Core Values:

Care
Respect
Integrity
Trust
Accountability
Sustainability

Core Competencies:

Nurtures, Leads and Manages People (2)

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)

Recruitment Qualifications:

Education requirements: An advanced university degree in social sciences, or other disciplines of the specialized technical areas.

Experience required: At least ten (10) years of progressively responsible professional work experience in all aspects of programme management, and/or advisory support, in the technical area or programme sector resulting in recognized expertise in the technical area.

Technical Knowledge:

Other Technical Knowledge Required (for the job group):

- Knowledge of programme management, methodology and practical application. Knowledge of current theories and practices in research and programme strategy.
- Knowledge, skills and leadership for managing teams, budgets and project execution.
- Experience at the country level in programme planning, monitoring and reporting is a very strong asset.
- Knowledge of computer systems, including internet navigation, office applications, network and communications.
- Knowledge of United Nations, NGOs, or other international organizations.
- Good understanding of world affairs, current events and international development issues.
- Knowledge of global human rights issues, specifically relating to children and women, and current UNICEF position and approaches.
- UNICEF programme visions, goals, strategies, positions, policies and guidelines. Thorough knowledge of UNICEF programme manual and relevant UNICEF publications.
- Rights-based and results-based management and programming approach in UNICEF.
- UNICEF policies and strategy to address global, regional and national priority issues.
- Knowledge of emergency response and preparedness programming.
- Knowledge of UNICEF administrative and financial policy and guidelines.

Specific Technical Knowledge Required (for the job):

- Executive Board and other policy Documents, ExDircs and PROS related to the areas of expertise.
- Broad knowledge of UNICEF programme policy, procedures and guidelines.
- CCA/UNSDCF Guidelines directives from UNDCO/IUNDG.
- Thorough knowledge of SDG; UNICEF Strategic Plan.
- Knowledge of latest research and technical innovations in the areas of programme.

Knowledge to be Acquired/Enhanced (for the Job):

- UN policies and strategy relating to the UN Reform and harmonization of the common system.
- UN security operations and guidelines.
- UNSECORD training for members of Security Management Team.
- Local government regulations and laws as required.

Language knowledge: Fluency in English.

- Knowledge of Spanish is considered an asset, but there must be a commitment to learn Spanish at working level.
- French and/or Portuguese considered assets, too.
- Knowledge of another official UN language (Arabic, Chinese or Russian) is an asset.

Is this role a Representative,
 Deputy Representative, Chief of
 Field Office, the most senior

No

Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

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