

GENERIC JOB PROFILE

I. Post Information	
Job Title: Child Protection Specialist (Legal & Policy Frameworks) Supervisor Title/ Level: Assistant Representative - Protecting Children from All forms of Violence, P4 POST NUMBER/CASE NUMBER: CAR27016 REGION/DIVISION: Multi-Country Office for the Caribbean, LACR COUNTRY: Jamaica DUTY STATION: Kingston OFFICE: Multi-Country Office for the Caribbean SECTION: Children protected from all sources of violence UNIT: Programme	Job Level: NOC Category: National Officer Job Profile No.: CCOG Code: 1L04 Functional Code: CHI Job Classification Level: Level 3

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, 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:

As part of UNICEF's Future Focus Initiative (FFI), a corporate-wide transformation launched in 2025 to ensure UNICEF remains fit for purpose in an era of declining Official Development Assistance and increasing complexity, the offices in Belize, Jamaica, Guyana & Suriname, and the Eastern Caribbean Area (ECA) are consolidating into a new Caribbean Multi-Country Office, a regional platform combining policy influence, technical depth, and strategic partnerships across 12 countries, designed for systems-level impact and results at scale.

The Caribbean MCO operates as one integrated office across all 12 countries: one Multi-Country Programme Document, one shared basket of resources, and one management structure. This means every post in the MCO, regardless of duty station, holds a 12-country mandate and contributes to shared regional results rather than to a single-country portfolio. The Multi-Country Programme of Cooperation (2027–2031), aligned with the UN Multi-Country Sustainable Development Framework (UNMSDCF) 2027–2031, establishes three shared programmatic outcomes for the twelve English- and Dutch-speaking Caribbean countries: equitable access to primary health care, learning and skills; protection of children from all forms of violence; and child poverty reduction and resilience strengthening.

The Caribbean MCO's management strategy is governed by four principles that together translate the new business model into concrete ways of working:

- Impact-driven: technical expertise is organized in shared multi-country working groups rather than replicated in each country, with enabling functions aligned around UNICEF's strongest comparative advantages.
- Effective and agile: parallel country ecosystems are replaced by harmonized systems and flexible cross-country staffing, keeping management lean and decisions close to implementation.
- Grounded: regional scale is balanced with national depth through country-specific workplans, Heads of Office in each duty station, and matrix management that anchors authority and accountability at country level.
- People-centred: structural and managerial choices are guided by staff wellbeing, transparency and inclusion, with clear role definitions, meaningful consultation, and continuous investment in learning and development.

The operational expression of this model is the working group model. Rather than replicating similar roles across four separate country offices, technical and operational expertise is organized into 16 thematic and functional working groups, each distributed across different duty stations and each serving the full 12-country MCO, not just its host location. Roles are designed around three organizing principles: shared regional service, meaning every specialist contributes to the wider MCO; complementary expertise, meaning team capabilities reinforce each other rather than repeating the same profile in multiple places; and agile presence, meaning the workforce can be rapidly deployed across countries through travel, surge support or remote modalities in line with evolving needs and priorities. This working group model is the foundation of a fundamentally new way of working for UNICEF in the Caribbean: depth replaces duplication, and shared capacity replaces fragmented country-by-country coverage

The Child Protection Specialist (Legal & Policy Frameworks) is part of the Protecting Children

from all forms of Violence working group. This group seeks to reduce widespread, gender and intergenerational violence against children and adolescents through stronger child protection systems, integrated services and transformed social and gender norms. Its function is to develop and scale prevention, detection and child-centred response models across social protection, justice, education and health systems, aligning legal and policy frameworks with international standards and improving the availability and quality of services, including MHPSS in contexts of violence.

The team is led by the Assistant Representative, P4, accountable for the Programmatic priority No. 2 - Protecting Children from All Forms of Violence, and is supported by five NOC specialists: two Child Protection Specialists (Social and Gender Norms, based in Belize and Trinidad and Tobago), two Child Protection Specialists (Social Workforce Strengthening in Guyana and Suriname) and one Child Protection Specialist (Legal and Policy Frameworks, Jamaica). The P4 post is anchored in Guyana, where violence-related deprivations are particularly severe and where the presence of CARICOM headquarters provides a strategic platform for regional norm-setting and child-protection policy engagement.

The legal and policy specialist is located in Jamaica to remain close to MCO senior leadership and the regional legal environment, enabling Caribbean-level legislative and judicial dialogue from the MCO's governance center. The two Social and Gender Norms Specialists, within a comprehensive Social and Behaviour Change (SBC) strategy of the MCO, lead the design and implementation of evidence-informed, child- and adolescent-centred approaches that combine community engagement, strategic communication and partnerships with civil society, faith leaders and youth groups to shift harmful norms and promote positive, inclusive behaviours across the subregion. They are based in Belize and Trinidad and Tobago, contexts with documented prevalence of gender-based violence, corporal punishment and other harmful norms, and with diverse cultural settings that are critical for community-level norms-change work in the western and southern/eastern Caribbean.

The social workforce specialists sit in Guyana and Suriname, countries facing significant shortages of trained social workers and fragmented case-management systems, where embedded technical presence is required to engage ministries and extend social-workforce strengthening efforts to indigenous, Maroon and other underserved communities; from these duty stations, all posts carry a regional mandate across the full MCO platform. Collectively, the team's localization ensures coverage of contexts with the highest violence burdens and system gaps, while providing complementary expertise along the continuum from norms change and legal reform to social workforce strengthening and integrated, survivor-centred child protection services

Purpose for the job:

The Child Protection Specialist reports to the Assistant Representative, P4, accountable for the outcome no. 2 -*Protecting Children from All forms of Violence* in Georgetown, Guyana, in close functional coordination with the Deputy Representative (Programme coordinator), P5, in Kingston, Jamaica.

This position provides specialized technical expertise in strengthening child protection legal, policy, regulatory and budget frameworks across the Caribbean MCO. The role brings

substantive depth in child protection law and policy reform, alignment with international child rights standards, and institutional and accountability frameworks to strengthen the prevention of and response to violence, exploitation, abuse, neglect and harmful practices affecting children and adolescents.

The Child Protection Specialist supports governments and partners across the 12-country MCO to review, develop and strengthen child protection legislation, policies, regulations and related frameworks; identify gaps between national frameworks and international standards; and translate legal and policy commitments into effective institutional arrangements, accountability mechanisms and implementation. The role contributes to regional policy dialogue, knowledge exchange and the development and adaptation of regional frameworks and approaches, while supporting stronger linkages across child protection, justice and other relevant systems.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Support to programme/project 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 programme/project development and planning
 - Support the preparation, design and updating of the situation analysis for the child protection programmes/projects to ensure that current and comprehensive data on child protection issues is available to guide UNICEF's strategic policy advocacy, intervention and development efforts on child rights and protection, and to set programme priorities, strategies, and design and implementation plans. Keep abreast of development trends to enhance programme management, efficiency and delivery.
 - Support the analysis, development and review of child protection legal, policy, regulatory and budget frameworks, identifying gaps and reform opportunities in line with child rights standards and ensuring evidence, equity and children's needs inform policy and programme design.
 - Participate in strategic programme discussions on the planning of child protection programmes/projects. Formulate, design and prepare programme/project proposals for the sector, ensuring alignment with UNICEF's overall Strategic Plans and the Multicounty Country Programme, as well as coherence and integration with the UN Development Cooperation Framework, regional strategies, national priorities, plans and competencies, with focus on legal, policy and accountability frameworks.
 - Establish specific goals, objectives, strategies, and implementation plans for the sector using results-based planning terminology and methodology (RBM). Prepare

required documentation for programme review and approval.

- Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and competencies to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

2. Programme management, monitoring and delivery of results

- Plan and collaborate with colleagues and external partners to establish monitoring benchmarks, performance indicators, other UNICEF/UN system indicators and measurements, to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector in child protection programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess progress and to determine required actions and interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits, surveys and exchange of information with partners to assess progress, identify bottlenecks and potential problems. Take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, as well as standards of accountability and integrity. Ensure timely reporting and liquidation of resources.
- Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and other country office partners and donors on the interpretation, application and understanding of UNICEF policies, strategies,

processes, best practices, and approaches on child protection related issues to support programme management, implementation and delivery of results.

- Arrange and coordinate availability of technical experts with Regional Office/HQ to ensure timely and appropriate support throughout the programming process.
- Participate in child protection programme meetings, including programme development and contingency planning discussions on emergency preparedness in the country or other locations designated, to provide technical and operational information, advice and support.
- Draft policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
- Provide technical assistance to governments on developing and implementing child protection laws, policies, regulations and institutional frameworks aligned with international standards, strengthening accountability mechanisms for child-centred services, and advancing child-friendly justice reforms including diversion, alternatives to detention and legal assistance and rehabilitation

4. Networking and partnership building

- Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders, global partners, allies, donors, and academia - through active networking, advocacy and effective communication - to build capacity, exchange knowledge and expertise, and to reinforce cooperation to achieve sustainable and broad results in child protection.
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances and to support fund raising for child protection programmes and emergency interventions.
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on child protection related issues to collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of programmes/projects. Ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process for development planning and agenda setting.
- Support regional policy dialogue, knowledge exchange and the development or adaptation of regional frameworks, standards, protocols and good practices that can inform child protection reforms and harmonization across Caribbean countries.

5. Innovation, knowledge management and capacity building

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast, research, benchmark, and implement best practices in child

protection management and information systems. Assess, institutionalize and share best practices and knowledge learned.

- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results in child protection and related programmes/projects.
- Document and facilitate cross-country exchange of legal and policy reforms, implementation experience, lessons learned and promising practices to support adaptation and scale across the Caribbean MCO.

IV. Impact of Results

The effective performance of the Child Protection Specialist (Legal & Policy Frameworks) contributes directly to CPD Outcome 2: protecting children from all forms of violence: By 2031, children and adolescents benefit from more inclusive, equitable and integrated child protection systems that are more effective at preventing and responding to all forms of violence, exploitation, abuse, neglect and harmful practices.

By strengthening national and regional legal, policy, regulatory and accountability frameworks, the post supports governments to prevent and respond more effectively to violence, exploitation, abuse, neglect and harmful practices affecting children and adolescents.

The role contributes to stronger alignment of national laws, policies and justice systems with the Convention on the Rights of the Child and other international standards, including through child-friendly justice reforms, access to justice, diversion, alternatives to detention, legal assistance and rehabilitation. These results help create a stronger enabling environment for inclusive, equitable and integrated child protection systems across the Caribbean MCO.

Strengthened government capacity to develop, implement and monitor these frameworks, together with improved accountability and alignment with international child rights standards, creates a stronger enabling environment for the prevention of and response to violence, exploitation, abuse, neglect and harmful practices. These results contribute to more inclusive, equitable and effective child protection systems that uphold children's rights and improve their access to child-centred protection and justice services.

The ultimate impact this position contributes to is:

Children and adolescents thriving in the 12 English- and Dutch-speaking Caribbean countries with: healthy bodies and minds (being developmentally on track, well-nourished, with good mental health and well-being); essential learning, knowledge and skills; protection from all forms of violence; equitable access to opportunities and social protection; and enhanced capacity to manage shocks, including those associated with the

changing climate.

By 2031: children and adolescents benefit from more inclusive, equitable and integrated child protection systems that are more effective at preventing and responding to all forms of violence, exploitation, abuse, neglect and harmful practices.

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

i) Core Values

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

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)

VI. Recruitment Qualifications

Education:	An advanced university degree in one of the following fields is required: law, international law, human rights, child rights, public policy, governance, international development, psychology, sociology, or another relevant social science field.
Experience:	A minimum of five years of professional experience in social development planning and management in child protection related areas is required. Relevant professional experience in legal and policy analysis, legislative or regulatory reform, child rights, justice for children and/or strengthening legal and policy frameworks affecting children is required. • Knowledge of international child rights and child protection standards and their application to policy

	frameworks in the Caribbean region is highly desirable • Experience providing technical assistance to governments in the development, review, implementation or monitoring of legislation, policies, regulations, standards or national strategies related to child protection is highly desirable. • Relevant experience in child protection related areas in a UN system agency, development agency, NGO, regional or international organization is desirable. • Experience supporting multi-stakeholder policy dialogue, institutional coordination and/or accountability mechanisms related to child protection is considered an asset. • Experience working in a developing country is considered as an asset. • Experience in both development and humanitarian contexts is considered as an added advantage. Skills Required: • Strong analytical and technical writing skills, including preparation of policy briefs, technical guidance, programme documents and evidence-based recommendations. • Strong coordination and communication skills, with the ability to work effectively across multiple reporting relationships and geographic contexts • Ability to engage with government officials or policymakers on international child rights and child protection standards Skills Desirable: • Ability to translate legal and policy analysis into practical recommendations for legislative, policy, institutional and programme reform.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.