

GENERIC JOB PROFILE

I. Post Information	
Job Title: Social Policy Specialist (Policy and Finance), 2 positions Supervisor Title/ Level: Assistant Rep Child Poverty Reduction and Resilience Strengthening, P4 POST NUMBER/CASE NUMBER: CAR27021(Guyana), CAR27018 (Jamaica) REGION/DIVISION: Multi-Country Office for the Caribbean (LACR) COUNTRY: Georgetown and Kingston DUTY STATION: Guyana and Jamaica OFFICE: Caribbean Multi-Country Office SECTION: Equity Access to quality Health & Education Services UNIT: Programme	CATEGORY: National Officer PROPOSED LEVEL: Level 3 Job Profile No.: 138570 and 138492 CCOG Code: 1L06 Functional Code: SOC

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. <u>Job organizational context:</u> 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 Cooperation 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 Social Policy Specialist (Policy and Finance) will contribute to the Outcome 3 – Child Poverty Reduction and Resilience Strengthening, which aims to reduce child poverty, vulnerability and exposure to climate, economic and social shocks by building more

equitable, shock-responsive and digitally enabled social protection systems, and by integrating children's specific needs into climate and disaster risk reduction frameworks. Its function is to design and support social policy and DRR reforms that expand and improve social protection coverage and quality, enhance preparedness and response to shocks, and ensure that public investments prioritize the most vulnerable children. The team is organized around the specific outputs under Outcome 3, with each post linked to a defined strand of fiscal and social policy, shock-responsive social protection, climate/DRR, or emergencies.

The Outcome 3 is led by the Assistant Representative, P4 – Child Poverty Reduction and Resilience Strengthening (Barbados), who will lead a team of four Social Policy Specialists, NOC (Two focused on Policy and Finance in Jamaica and Guyana; and two focused in Shock-Responsive Social Protection, in Barbados and in Trinidad and Tobago), two Climate, Environment and DRR Specialists (in Suriname and Belize), a NOC Emergency Specialist (Jamaica) and a NOB Emergency Coordinator (Barbados). Together they bring complementary expertise in fiscal and social policy, shock-responsive social protection, climate and DRR, and emergency preparedness and response, directly reflecting the CPD's focus on the "double burden" of child poverty and climate-related shocks.

Localization responds to both climate and poverty vulnerability profiles and to the regional architecture for integration and disaster response. Social policy posts are positioned in Jamaica and Guyana to combine headquarters-level influence on regional social policy and finance with embedded support to a country undergoing rapid social protection reforms linked to oil-driven economic transformation; the Barbados-based shock-responsive social protection specialist sits close to CDEMA and the Eastern Caribbean resilience architecture, while the second is placed in Trinidad and Tobago, reflecting the country's social protection reform context and the need to embed shock-responsive capacity where migrant and cross-border exposure are high. Climate and DRR specialists are located in Suriname and in Belize, with the latter anchored by the Caribbean Community Climate Change Centre, a central node institution in the climate-finance architecture requiring sustained in-person engagement. From this base, the specialist leverages climate finance for children while extending the MCO's climate resilience agenda across the subregion.

Purpose for the job:

The MCO is establishing two complementary Social Policy Specialist (Policy and Finance) positions, one based in Jamaica and one in Guyana, both with a mandate to support all 12 Caribbean MCO countries at regional and national levels. The positions will provide policy advice and technical assistance to strengthen evidence-based, child-sensitive social policies, legislation, strategies, and programmes that reduce child poverty, expand inclusive social protection, and enhance resilience to shocks. They will support the social and economic situation analysis of children, offer policy options, translate evidence into policies, and strengthen institutional accountability. Alongside this policy role, the positions will strengthen public finance for children, supporting governments to mobilize, allocate and monitor sufficient, equitable, efficient, effective, transparent, and sustainable public resources for child rights and essential social services. In line with UNICEF's Public Finance for Children approach and relevant public financial management frameworks, the

posts will promote child-sensitive and climate- and shock-responsive budgeting through macro-fiscal and fiscal-space analysis; budget and expenditure analysis; programme costing and financing strategies; budget classification, tagging and tracking; performance-informed budgeting; strengthened transparency, accountability and participation, including the meaningful engagement of children and adolescents; and stronger linkages between national development plans, medium-term fiscal and expenditure frameworks, sector plans and annual budgets.

The Jamaica-based position, located at the MCO headquarters and a key CARICOM hub, will emphasize regional policy influence, public finance advocacy and engagement with CARICOM institutions, IFIs, development partners and the private sector to shape social and fiscal policies, harmonize approaches and leverage financing for children at scale. The Guyana-based position will also serve the full MCO, using close engagement with Guyana's significant social protection and public investment reforms amid oil-driven economic transformation as a source of practical experience, evidence, and lessons for adaptation across Caribbean countries. Together, the positions will support stronger coordination across social protection and other social services, advise on domestic resource mobilization and sustainable financing for social protection and social services; identify and support access to appropriate innovative financing opportunities, including blended and climate finance where appropriate; and strengthen child-sensitive disaster risk financing by linking risk assessments, contingency financing, budget reserves, insurance and other risk-transfer instruments with shock-responsive social protection and continuity of essential services. By connecting regional policy dialogue with country implementation and cross-country learning, the posts will help ensure that social and fiscal policies and public and complementary financing are aligned with child rights, poverty reduction, resilience, and measurable results for children throughout the Caribbean.

Under the supervision of the Assistant Representative for Child Poverty Reduction and Resilience Strengthening in Barbados, the incumbent provides technical leadership and support across the 12-country MCO for the design, implementation, monitoring and evaluation of social policy, social protection policy and public finance for children programmes and related advocacy, from strategic planning and policy formulation through to implementation and the achievement of sustainable results. This includes strengthening: (a) evidence-based, child-sensitive public policies, legislation and strategies to reduce monetary and multidimensional child poverty and inequality; (b) inclusive, integrated and shock-responsive social protection policies and systems that expand coverage and improve outcomes for the most vulnerable children; (c) the adequacy, equity, efficiency, effectiveness, transparency and sustainability of public investments for children through child-sensitive budgeting and stronger public financial management; and (d) governance, accountability, participation and coordination mechanisms that improve the quality, equity, resilience and reach of social services. The role encompasses direct technical engagement with governments, regional institutions, civil society, IFIs and development partners, as well as cross-sectoral support to teams working on health, education, child protection, WASH, nutrition, climate and disaster risk reduction, and emergency preparedness and response.



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. Improving data on child poverty & vulnerability for increased use for policy and programme action

- Supports the collection, analysis, and user-friendly presentation of data on multidimensional and monetary child poverty, including strengthening national capacity to collect routinely, report and use data for policy decision-making.
- Provides timely, regular data-driven analysis for effective prioritization, planning, and development; facilitates results-based management for planning, adjusting, and scaling-up specific social policy initiatives to reduce child poverty.
- Analyzes the macroeconomic context and its impact on social development, emerging issues and social policy concerns, as well as implications for children, and proposes and promotes appropriate evidence-based policy and financing responses in respect of such issues and concerns, including government resource allocation policies and the effects of social policies on the rights of children.

2. Strengthening social protection policy and impact for children

- Supports the development of social protection policies, legislation, and programmes with attention to increasing coverage of and impact on children, with special attention the most marginalized. Identifies, generates, and presents evidence to support this goal in collaboration with partners.
- Promotes strengthening of integrated social protection systems, providing technical support to partners to improve the design of cash transfers and child grants and improve linkages with other social protection interventions such as health insurance, public works and social care services as well as complementary services and intervention related to nutrition, health, education, water and sanitation, child protection and HIV.
- Undertakes improved monitoring and research around social protection impact on child outcomes, and use of data and research findings for strengthening programme results.

3. Improving public financial resources for children

- Undertakes budget analysis to inform UNICEF's advocacy and technical assistance to Ministries of Finance, planning commissions and social sector ministries to improve equitable allocations for essential services for children. Works with sector colleagues to build capacity to undertake costing and cost effectiveness analysis on priority interventions to help inform policy decisions on child-focused investments.

- Supports the identification of policy options for improved domestic financing of child-sensitive social protection interventions and other priority services, including fiscal space, domestic resource mobilization, and sustainable financing.
- Undertakes and builds capacity of partners for improved monitoring and tracking of public expenditure to support transparency, accountability, and effective financial flows for essential service delivery, including through support to district level planning, budgeting and public financial management as well as facilitating community participation
- Assist and support the formulation and implementation of financing policies and initiatives, helping set priorities and supporting execution tailored to fragile contexts.

4. Strengthening capacity of local governments to plan, budget, consult on and monitor child-focused social services.

- Where national decentralization processes are taking place, collaborates with central and local authorities to improve policies, planning, budgeting, consultation, and accountability processes so that decisions and child-focused service delivery more closely respond to the needs of local communities.
- Collaborates with the central and local authorities to strengthen capacity on quality data collection, analysis for policy development, planning, implementation, coordination, monitoring of essential social services, with emphasis on community participation and accountability.
- Monitor developments in the technical area, as well as political and social developments, at the national and sub-regional levels.

5. Strengthened advocacy and partnerships for child-sensitive social and fiscal policy

- Supports correct and compelling use of data and evidence on the situation of children and coverage and impact of child focused services – in support of the social policy programme and the country programme overall.
- Establishes effective partnerships with the Government, bilateral and multilateral donors, NGOs, civil society and local leaders, the private sector, and other UN agencies to support sustained and proactive commitment to the Convention of the Rights of the Child and to achieve global UN agendas such as the Sustainable Development Goals.
- Identifies other critical partners, promotes awareness, and builds capacity of partners, and actively facilitates effective collaboration within the UN family.
- Under the guidance of the supervisor, advocate for financing reforms that support human capital, economic growth, and fiscal sustainability.

6. UNICEF Programme Management

- Manages and coordinates technical support around child poverty, social protection, public finance, and governance ensuring it is well planned, monitored, and implemented in a timely fashion so as to adequately support scale-up and delivery. Ensures risk analysis and risk mitigation are embedded into overall management of the support, in close consultation with UNICEF programme sections, Cooperating Partners, and governments.
- Supports and contributes to effective and efficient planning, management, coordination, monitoring, and evaluation of the country programme. Ensures that the social planning project enhances policy dialogue, planning, supervision, technical advice, management, training, research, and support; and that the monitoring and evaluation component strengthens monitoring and evaluation of the social sectors and provides support to sectoral and decentralized information systems.

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)*

The strategic and effective advocacy, planning and formulation of social policy and social protection programs and the achievement of sustainable results, contributes to achievement of goals and objectives to reduce child poverty, strengthening resilience and improving equitable access to quality social services across the Caribbean. Results in these areas help create an enabling and protective environment in which children and adolescents, particularly the most vulnerable, can survive, develop, and thrive. They also strengthen UNICEF's credibility and capacity to influence regional and national policy agendas and support governments to deliver equitable results for children at scale.

The efficient and effective performance of the Social Policy Specialist (Policy & Finance) directly contributes to stronger evidence-based social policymaking, inclusive and shock-responsive social protection systems, public finance systems, and governance and accountability mechanisms that improve outcomes for children. Through technical expertise in social policy analysis, public finance analysis, child-sensitive budgeting, fiscal-space analysis, budget advocacy, innovative and sustainable financing, the incumbent supports governments to formulate effective policies and mobilize, allocate, manage and monitor resources in ways that are more equitable, efficient, transparent and sustainable, ensuring that investments reach the children and communities most at risk of poverty, exclusion and shocks.

By generating and using evidence on child poverty, social protection, and social sector financing, supporting fiscal and policy reforms, and promoting child-sensitive budgeting and climate financing approaches, the incumbent enhances the MCO's capacity to influence national development agendas, policy, and resource allocation decisions. Stronger policy coherence, public financial management and accountability increase

UNICEF's ability to advocate for children's rights, mobilize, and leverage sustainable investments, and achieve lasting, scalable impact for children and adolescents.

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 have more equitable access to high-quality, inclusive, and resilient primary health care and education systems, enabling them to be both physically and mentally healthy, learning and acquiring the skills they need for the future.

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: Economics, Development Economics, Public Finance, Public Policy, Social Protection, Social
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	Policy, Social Sciences, International Relations, Political Science, or another relevant technical field.
Experience:	A minimum of five years of relevant professional work experience in social policy, social protection, public finance, or economic policy required. Demonstrated experience in policy analysis and development, budget or public expenditure analysis, programme costing, fiscal-space analysis, child-sensitive budgeting, or social protection financing is required. Required Skills • Quantitative and analytical skills, including interpretation of fiscal, budget, expenditure, and socioeconomic data. • Knowledge of government planning, budgeting, and public financial management cycles. • Ability to influence and build partnerships, in close coordination with diverse stakeholders across countries. • 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. Desired Experience: • Experience working with governments, IFIs, regional organizations and development partners • Experience in innovative financing, climate finance, or disaster risk financing. • Knowledge of Caribbean social policy, development issues, and CARICOM frameworks. • Experience with policy implementation and technical advisory services. • Experience providing technical advice to ministries of finance, planning institutions and social sector ministries, and translating evidence into policy and resource-allocation decisions, is highly desirable. Experience working in a developing country is considered a strong asset. Background and/or familiarity with emergencies is considered a strong asset.

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.