**UNITED NATIONS CHILDREN'S FUND**
**Specific Job Profile**

## I. Post Information

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| Job Title: **Child Protection Specialist**<br>Supervisor Title/ Level: **Chief of Child Protection, P5**<br>Organizational Unit: **Child Protection**<br>Post Location: **India Country Office** | Job Level: NOD<br>Job Profile No.:<br>CCOG Code:<br>Functional Code:<br>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 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**: The Child Protection Specialist GJP is to be used in a Country Office (CO) where the Child Protection Programme is a component of the Country Programme (or UNDAF). The Specialist reports to the Chief, Child Protection, who is at Level 5/4, or a Child Protection Manager, who is at Level 4.

**Purpose for the job:** The Child Protection Specialist reports to the Chief, Child Protection for guidance and general supervision. The Specialist supports the development and preparation of the Child Protection programme(s) and is responsible for the management, implementation, monitoring, reporting, and evaluation of the child protection programmes/projects within the country programme. The role has a strong focus on upstream engagement through policy advocacy, systems strengthening, strategic partnerships, and the application of UNICEF's 3Cs (Convene, Converge, and Catalyze) for Every Child approach. The Specialist provides technical guidance and management support throughout the programming processes. H/She facilitates the administration and achievement of concrete and sustainable contributions to national and international efforts to create a protective environment for children against all harm, and to protect their rights to survival, development and well being as established under the Convention on the Rights of the Child, international treaties/frameworks and UN intergovernmental bodies.

The Specialist contributes to the achievement of results according to plans, allocation, results based-management approaches and methodology (RBM), and UNICEF's Strategic Plans, standards of performance and accountability framework.

## III. Key functions, accountabilities and related duties/tasks

**Summary of key functions/accountabilities:**

1. **Managerial leadership**
2. **Programme development and planning**
3. **Programme management, monitoring and quality control of results**
4. **Advisory services and technical support**
5. **Advocacy, networking and partnership building**
6. **Innovation, knowledge management and capacity building**

**1. Managerial leadership**

- Establish the section's annual work plan for CP systems; set priorities/targets and performance measurements. Monitor work progress and ensure results are achieved according to schedule and performance standards.
- Establish clear individual performance objectives, goals and timelines; and provide timely guidance to enable the team to perform their duties responsibly and efficiently. Plan and ensure timely performance management and assessment of the team.
- Supervise team members by providing them with clear objectives and goals, direction and guidance to enable them to perform their duties responsibly, effectively and efficiently.

**2. Programme development, planning and evidence generation**

- Provide technical advice and operational support to the preparation, design and updating of the situation analysis to ensure that current and comprehensive evidence-based 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, design and implementation plans.
- Keep abreast of national, regional and international development priorities on child protection and rights to leverage UNICEF's position and competencies with donors, national governments, communities and constituents to advocate and promote child protection interventions, policies and social change to achieve goals on child's rights, protection, survival and wellbeing, as productive members of society.
- Supervise the development of child protection programmes/projects (as a full component of the CO and/or UNSDCF programmes) YE. Establish plans of action, programme goals and results, using results-based planning methodology and terminology (RBM).
- Guide and coordinate the timely preparation of programme recommendations and related documentation for inclusion in the Country Office Programme recommendation, ensuring alignment with overall UNICEF Strategic (Child Protection) Plans, regional strategies and national priorities, plans and competencies.
- Collaborate with national and global colleagues, partners and allies to develop partnership frameworks to address specific needs and to leverage resources for enhancing and scaling up child protection programmes/projects. Ensure synergy, integration, coherence, and harmonization of programmes/projects with UNICEF Strategic Plans and priorities, donors' development strategies/policies, national priorities/competencies and UN System development interventions/initiatives in child

protection.

**3. Programme management, monitoring and quality control of results**

- Participate in major monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to engage stakeholders to take required action and interventions to achieve results in child protection.
- 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 in child protection.
- Monitor programmes/projects to assess progress, identify bottlenecks and potential problems. Take timely decisions to resolve issues and/or refer to relevant officials for timely resolution in child protection systems' programmes.
- Plan, approve, monitor, certify, and control the use of programme resources (financial, human, administrative and other assets) certifying/verifying compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity. Ensure timely reporting and liquidation of resources in child protection systems' programmes.
- Submit and prepare programme/project reports to donors and other partners to keep them informed on programme progress and critical issues in the area of child protection systems' programmes.

**4. Coordination and Advisory services**

- Provide technical advice to key government officials, NGO, UN system and other country office partners on strategies and best practices to influence approaches/policies, support social/economic/political/legal development planning & implementation, and to support delivery of results on child protection, human rights and other related issues.
- Participate in country discussions on child protection emergency preparedness, programming and contingency planning to ensure proactive and appropriate response are in place to meet onset of emergencies nationally or other designated locations.

**5. Networking, resource mobilization, and partnership building**

- Build and strengthen strategic partnerships through networking and advocacy with local/national governments, UN system agency partners, donors, internationally recognized institutions, NGOs, funding organizations, research institutes and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on child protection.
- Prepare communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnerships/alliances for sustainable results and support fund raising for UNICEF and Country Office child protection.
- Participate and/or represent UNICEF in inter-agency (UNCT) discussions and planning on child protection and related issues to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process in development planning and agenda setting. Collaborate with inter-agency partners/colleagues on UNSDCF planning and preparation of programmes/projects including emergency preparedness.

**6. Innovation, knowledge management and capacity building**

- Promote critical thinking, innovative approaches and good practices for sustainable child protection programme/project initiatives through advocacy and technical advisory services.
- Keep abreast, research, benchmark, introduce, and implement best and cutting edge practices on child protection management and information systems. Institutionalize and disseminate best practices and knowledge learned.
- Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize, plan and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on child protection and related programmes/projects.

## IV. Impact of Results

The strategic and effective advocacy, planning and formulation of child protection programmes/projects and the achievement of sustainable results, contributes to achievement of goals and objectives to create a protective environment for children against harm and all forms of violence and ensures their survival, development and well being in society. Achievements in child protection programmes and projects in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

## V. Competencies and level of proficiency required

| **Core Values** | **Core Competencies** |
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| • Care<br>• Respect<br>• Integrity<br>• Trust<br>• Accountability | • Nurtures, Leads and Manages People (1)<br>• Demonstrates Self Awareness and Ethical Awareness (2)<br>• Works Collaboratively with others (2)<br>• Builds and Maintains Partnerships (2)<br>• Innovates and Embraces Change (2)<br>• Thinks and Acts Strategically (2)<br>• Drives to achieve impactful results (2)<br>• Manages ambiguity and complexity (2) |

## VI. Recruitment Qualifications

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| Education: | An advanced university degree in one of the following fields is required: international development, human rights, psychology, sociology, international law, or another relevant social science field. |

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| Experience: | A minimum of eight years of professional experience in social development planning and management in child protection related areas, at the national level, is required.<br><br>Demonstrated experience in leading upstream programming, policy dialogue, and child protection systems strengthening through strategic engagement with senior government officials, development partners, academia, civil society organizations, and other key stakeholders to advance children's rights and sustainable development outcomes is required.<br><br>Relevant experience in programme development in child protection related areas in a UN system agency or organization is considered as an asset.<br>Experience in both development and humanitarian contexts is an added advantage. |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset. |