GENERIC JOB PROFILE

I. Post Information

Job Title: **Social Policy Officer** Supervisor Title/ Level: **Cuba CO Deputy Representative, P-4** Organizational Unit: **Programme** Post Location: **UNICEF Cuba Country Office**	Job Level: **Level 2** CCOG Code: **1L06** Functional Code: **SOC** Job Classification Level: **Level 2** Position number: 137734

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.

Purpose for the job:

Under the general guidance of the supervisor, the Deputy Representative at P-4 level, the Social Policy officer is accountable for providing technical support and assistance in all stages of social policy programming and related advocacy from strategic planning and formulation to delivery of concrete and sustainable results. This includes programmes aimed at improving (a) public policies to reduce child poverty; (b) social protection coverage and impact on children; (c) the transparency, adequacy, equity and efficiency of child-focused public investments and financial management; and (d) governance, decentralization and accountability measures to increase public participation and the quality, equity and coverage of social services. This encompasses both direct programme work with government and civil society partners as well as linkages and support to teams working on education, health, child protection, water and sanitation, and HIV.

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 responses in respect of such issues and concerns, including government resource allocation policies and the effect of social welfare policies on the rights of children

2. **Strengthening social protection coverage 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.

- Supports 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.

- Supports improved monitoring and research around social protection impact on child outcomes, and use of data and research findings for strengthening programme results.

3. **Improving use of 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.

- 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

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.

6. Strengthened advocacy and partnerships for child-sensitive social 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.

7. UNICEF Programme Management

- Helps manage and coordinate 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 efficient and effective technical support provided to the development and implementation of strategic advocacy and planning & formulation of social policy programmes/projects and the achievement of sustainable results, contributes to achievement of goals and objectives to create a protective environment for children and thus ensure their survival, development and well-being in society. Achievements in social policy programmes and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

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

i) <u>Core Values</u>

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

ii) <u>Core Competencies (For Staff with Supervisory Responsibilities)</u> *

- Nurtures, Leads and Manages People (1)
- 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)

VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field.
Experience:	A minimum of two years of relevant professional experience is required. Experience working in a developing country is considered as a strong asset. Background and/or familiarity with emergencies are considered as a strong asset.
Language Requirements:	Proficiency in Spanish is required. Intermediate English is required.