GENERIC JOB PROFILE

I. Post Information	
Job Title: Chief Field Office **Supervisor Title/ Level:** Chief Field Operations **Organizational Unit:** UNICEF Country Office	**Job Level: 4** **Job Profile No:** **CCOG Code:** 1A02 **Functional Code:** PMA **Job Classification Level:** Level 4

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.

Job organizational context: The (post's title) GJP is to be used in small to medium size Country Offices (CO) reporting to the (post's title), or in a large country office reporting to a higher-level professional (post's title).

Purpose for the job:

Under the guidance of the Chief Field Operations, the Chief Field Office (CFO) is accountable for managing and leading the total programme commitment of a field office within a country programme. The CFO represents UNICEF in his/her Area of Responsibility (AoR), leads and oversees the various program sectors and operational service teams ensuring the delivery of quality results in accordance with UNICEF's programme of cooperation, country programme management plan and overall vision set forward by the Representative.

In fragile and humanitarian contexts, UNICEF action is guided by its global Policy and Framework for
humanitarian action: the Core Commitments for Children in Humanitarian Action.

III. Key functions, accountabilities and related duties/tasks

Within the delegated authority and the given organizational set-up, the incumbent may be responsible for all or most of the following areas of major duties and key end results.

1. Effective management of UNICEF presence, staff and assets
Represent UNICEF in the region, by participating in meetings and events, moving forward the agenda for children.

Facilitate, take and implement measures to ensure safety and security of UNICEF staff and assets.

Effectively lead the Field Office team and manage the performance and conduct the staff members to deliver results for children

2. Knowledge Management for Programmes
Ensure that area/country programmes are supported by knowledge management through data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange through donor and media visits as well as in the development of training and orientation material.

3. Programme Development and Management
Identify critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects.

Draft changes to/or prepare programme work plans as required. Prepare program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices.

Establishes programme workplans, monitors compliance and provides training, support and guidance to the programme team in order to meet objectives. Identifies human resources requirements and on-going staff development needs.

Reviews and evaluates the technical, institutional and financial feasibility and constraints of programme/projects in collaboration with Government and other partners.

Prepares relevant programme reports required for management, donors, budget reviews, programme analysis, annual reports, etc.

4. Optimum Use of Program Funds
Establish and supervise programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Take appropriate actions to optimize use of programme funds. Ensure programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.

5. Programme Monitoring and Evaluations
Undertakes field visits and ensures that his/her staff conduct field visits to monitor and assess programme implementation and decides on required corrective action.

Carry out a rigorous and transparent approach to evaluate and participate in the major programme evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Ensure the timely preparation of annual program status reports.

6.Rights-Based and Results-Based Programme Management Approach
Adopt rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Formulate consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.

Prepare and submit viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme, new initiatives and management issues to ensure achievement of stated objectives.

7.National and Local Capacity Building/Sustainability
Provide authorities and service providers with technical support and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability.

Ensure the building and reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

8. Rights Perspective and Advocacy at the National, Community and Family Levels
Conduct policy analysis from a children's and women's rights perspective and advocacy at the government, community and family levels for elevating credibility in national and international policy debates. Promote the organization goals of UNICEF through active advocacy and communication in line with UNICEF national advocacy guidelines and strategy.

9. Partnership, Coordination and Collaboration
Develop partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and

disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability.

Maintain close collaboration with heads of sectoral programmes in the CO, Regional and HQ advisers for effective overall coordination on programmes.
Plans, develops and implements sectoral programme(s) by collaborating with the government and other partners. Provide leadership in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation.

IV. Impact of Results

1. Effective management of UNICEF presence, staff and assets in the Area of Responsibility.
2. Effective knowledge management systems adopted and utilized to strengthen area/country programme management.
3. Situation Analysis prepared and updated; critical programme intervention points and measures identified; and programme work plans, recommendations and reports prepared.
4. Programme funds optimally used.
5. Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared. Gender/sex disaggregated data and inputs relevant to the country programme are provided as an integral part of programming.
6. Rights based and results based programming approach fully incorporated into all phases of programme and project processes.
7. Commitment and institutional capacities of the national and local partners effectively gained and established.
8. Rights perspective and advocacy at the national, community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates.
9. Effective partnerships and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking.

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

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities)

- Nurtures, Leads and Manages People (3)
- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (3)
- Thinks and Acts Strategically (3)
- Drive to achieve impactful results (3)
- Manages ambiguity and complexity (3)

iii) Core Competencies for Staff without Supervisory Responsibilities

- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with Others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (3)
- Thinks and Acts Strategically (3)
- Drive to Achieve Impactful Results (3)
- Manages Ambiguity and Complexity (3)

Technical Knowledge

a) Specific Technical Knowledge Required
(Technical knowledge requirements specific to the job can be added here as required.)

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.

b) Common Technical Knowledge Required (for the job group)

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNCEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- Gender equality and diversity awareness.

c) Technical Knowledge to be Acquired/Enhanced (for the job group)

- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- Security Management training for members of Security Management Team.
- UNICEF policies, strategies promoting and supporting gender equality and diversity.

VI. Recruitment Qualifications	
Education:	An advanced university degree in one of the following fields is required: social sciences, international relations, public administration, government and public relations, public or social policy, sociology, social or community development, or another relevant technical field.
Experience:	A minimum of eight years of professional work experience in programme management, planning, monitoring and evaluation, project administration or another relevant area is required Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.

	Familiarity/ background with emergency is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

VII. Child Safeguarding (Please respond with Yes or No)	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?:	
Is this post a direct contact role in which incumbents 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?:	
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)?:	
The selected candidate for this position will be required to engage with vulnerable children:	

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[i] **POSITION GRADE FACTORS**
P4 Grade
· The scope of the job is to provide leadership and overall coordination/supervision of the total programme commitment of a medium size Field Office with a broad range of projects. The job requires commitment and strong drive for results for the achievement of overall programme delivery and contribution to the established goals and objectives.

· As a manager, manage the programme function by leading a team of Programme Officers and/or the section consisting of a group of professionals and support staff.
· Work requires expertise as a technical specialist, or expert for technical project/programme management, requiring initiative, problem solving, creativity, and innovation.
· Technical leadership, sound judgement, planning, and resource management expertise and creative approaches are required for advising management and making recommendations on project implementation, alternative approaches, optimal utilization of resources, and recommendations on new programme initiatives and management issues to ensure achievement of stated objectives. · Decision making includes timely and effective decisions on situation analysis, programme strategy, planning, implementation, evaluation and human resources, requiring conceptual/analytical thinking, judgement, planning skills, decisiveness, flexibility, resource management and communication. · Formulate and/or represent UNICEF's position to external partners. Promote the organization goals of UNICEF through advocacy and policy dialogue by effective communication and influence. Make sound recommendations on policy based on situations in the locality. · The work makes resource management and planning & monitoring expertise essential for managing the overall allocation and disbursement of funds to ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments.