GENERIC JOB PROFILE

I. Post Information

Job Title: **Child Protection Specialist** Supervisor Title/ Level: **Child Protection Manager/Chief Level 4/5** Organizational Unit: **Programme** Post Location: **Country Office**	Job Level: **Level 3** 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: 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 of field office, technically reports to the Chief of Child Protection.

Purpose for the job: The Child Protection Specialist managerially reports to the Chief of field office and technically to the Chief of Child Protection for guidance. The Specialist supports the development and preparation of the Child Protection programme and is responsible for the management, implementation, monitoring, reporting, and evaluation of

the child protection programme within the field office programme. 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 local, 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 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.
- 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 Country Programme, as well as coherence and integration with the UN Development Assistance Framework (UNDAF), regional strategies and national priorities, plans and competencies.
- Establish specific goals, objectives, strategies, and implementation plans for the sector using results-based planning terminology and methodology (RBM). Prepare required documentations 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.

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.

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.

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 the achievement of goals and objectives to create a protective environment for children against

harm, 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. 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 (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)

or

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)

***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

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.
Experience:	A minimum of five years of professional experience in social development planning and management in child protection related areas is required. Experience working in a developing country is considered as an asset. Relevant experience in programme development in child protection related areas in a UN system agency or organization is considered as an asset. Experience in both development and humanitarian contexts is considered as an added advantage.
Language Requirements:	Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) or a local language is an asset.