Job Classification

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Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	MENA
Category:	NO (National Officers)	Country:	Lebanon
Reason for Classification:	Revised responsibilities	Duty Station:	Beirut
Level:	NOB	Office:	Lebanon CO, programme
Title:	Adolescent Development Officer	Section:	Adolescent and Youth Development Programme
Title Information in Parenthesis:	Livelihood	Unit:	Adolescent and Youth Development Programme
CCOG Code:	1L04	Case Number:	
UNICEF Code:	AND	Post Number:	117062
Classified by:	Natalia Paquin	Classified Date:	11/5/2026

Organizational Context:

The Adolescent Development Officer (Livelihood) NOB based in Beirut, Lebanon where the Livelihood portfolio sits within the adolescent development programme and coordinates with the Social Policy section to ensure one office approach. The Adolescent and youth programme is a major component of the Country Programme with a national reach; linking foundational skills, TVET, employment and entrepreneurship. The Officer reports to the Adolescent Development Specialist (Chief) at Level NOC.

Purpose of the Job:

The Adolescent Development Officer (Livelihood) reports to the Adolescent Development Specialist NOC (Chief) for supervision. The Officer provides Livelihood professional technical, operational and administrative assistance throughout the programming process to support the integration of adolescent development and participation in programmes/projects within the Country Programme. The Officer is responsible for preparing, executing, managing and implementing a variety of Employability & Skilling/Livelihood technical and administrative programme tasks to support the development and formulation of the Livelihood adolescent development and participation programmes/projects within the Country Programme; in addition to assessing labor market needs, development of occupational based Livelihood curriculum, monitoring progress, designing tracer tools and developing proposals and reports.

The Adolescent Development Officer will be leading technically on the work related to UNICEF on the Livelihood portfolio, under the MEHE TVET Directorate's TVET National Strategic Framework (2026-2030), implementing and monitoring system, livelihood strengthening activities focused on formal and non-formal Livelihood and employability. The Adolescent Development Officer will contribute to long-term resource mobilization efforts by identifying strategic co-funding opportunities and supporting the development of joint programme proposals with different donors to financially sustain UNICEF's Livelihood Programme.

Key functions, accountabilities and related duties/tasks:

1. Support to Livelihood programme development and planning
- Contribute to updating the situation analysis by conducting Livelihood, skilling and labor market assessments to establish evidence-based data for UNICEF advocacy and development of policies, frameworks and programmes to promote the Livelihood agenda in the country and for monitoring results on related programmes/projects.
- Contribute to the development/establishment of the Livelihood adolescent development and participation programme goals, objectives, strategies and results-based planning through research, collection, analysis and reporting of related information/data for development planning and priority and goal setting.
- Provide Livelihood, skilling and employability technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, programme, operational and administrative transactions, preparing related materials/documentations and

complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluating results.
- Prepare required Livelihood programme documentation/materials/data to facilitate the programme review and approval process.
- Lead technically the integration of national Livelihood priorities into UNICEF's Adolescent and Youth development programming by coordinating multi-sectoral planning processes, aligning with national development frameworks and leveraging partnerships with government, private sector, and youth-focused organizations to ensure equitable access, relevance, and sustainability of livelihood interventions.
- Design, implement and monitor UNICEF's Livelihood. WBL and TVET program across its 3 main components (a) Governance (b) Quality Education and (c) Access under the TVET National Strategic Framework (2025-2029).
- Assist technically the TVET directorate in the development of Livelihood policies including NFE certification standards and decentralized planning mechanisms and other tasks; for the sustainability of the programme within the Ministry.
- Align the Youth Employability and empowerment programme with the returnee plan and develop the "Skills for Home" concept with UNICEF, ILO, UNDP and UNHCR Syria.

2. Programme management, monitoring and delivery of results
- Work closely and collaboratively with colleagues and partners to discuss adolescent development and participation operational and implementation issues; provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference to capture and institutionalize lessons learned.
- Participate in Livelihood and other monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess programmes/projects on adolescent development and participation and report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of Livelihood adolescent development and participation programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular/mandated relevant programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation
- Design and conduct tracer studies and monitoring tools, in addition to conducting regular programme and Livelihood specific field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on adolescent development and participation related issues to support programme implementation, operations and delivery of results.
- Support Syria office in the Skills for Home and TVET/Livelihood system building.

4. Networking and partnership building
- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on adolescent development and participation programmes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support resource mobilization to ensure the adolescent development and participation programmes are adequately resourced and supported.
- Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of adolescent development and participation programmes/projects and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Innovation, knowledge management and capacity building
- Identify, capture, synthesize and share lessons learned for knowledge development and to build

	the capacity of stakeholders. - Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results; including designing, implementing and collecting data and analysis of a long-term tracer study. - Research and report on best and cutting-edge practices for development planning of knowledge products and systems. - Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
Impact of Results:	The support, research and technical analysis provided by the incumbent strengthens the advocacy, planning and formulation of adolescent development and participation programmes; focusing on the following pillars: Livelihood, skilling (formal and non-formal) and employability, foundational skills and recovery initiatives in communities and national system strengthening and return plan. The achievement of concrete and sustainable results from these programmes contribute to achievement of UNICEF goals in the country to promote the full and active participation of adolescents in determining their learning to earning, Livelihood, skilling and other essential needs, promoting their rights to a safe environment and protecting their rights to survival, development and well-being in society. The effective performance of the officer has a direct and measurable impact on the success of UNICEF's skills development and youth empowerment initiatives. This in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality and inclusion in the country.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability Core Competencies: 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)
Recruitment Qualifications:	Education requirement: A University degree in one of the following fields is required: Social Science, psychology, sociology, or another relevant technical field. Experience required: A minimum of two years of professional experience in Livelihood, employability, social development planning and management in youth economic engagement programmes. Relevant experience in Livelihood, skilling and work-based learning program/project development, tracer tools, private sector and policy development and management in related areas in a UN system agency or organization is an asset. Proven experience in designing market-driven, competency-based training and tracer programs targeting vulnerable youth in humanitarian and/or development contexts is required. Demonstrated ability to technically manage multiple partners and stakeholders in complex and dynamic environments is an asset. Technical Experience in developing employability and skilling programmes with sensitive donors is highly desirable. Strong writing, data processing, and analytical skills, data management, writing, and communication skills is required. Prior experience working in developing country contexts and/or in emergency or crisis response settings is an advantage. Relevant experience in a UN system agency or organization is considered as an asset. Language requirements: Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.

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)?:	No
Is this post a Direct contact role in which incumbent 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?:	No
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)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:
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