SPECIFIC JOB PROFILE

I. Post Information

Job Title: Programme Specialist (Local Governance and Resilience) **Supervisor Title/ Level:** Chief of Social Policy NO4 **Organizational Unit:** Child Rights Governance, Harare, Zimbabwe	**Job Level: Level 3** **Job Profile No: ZIM27009** **CCOG Code: 1LO6** **Functional Code :** SOC **Job Classification Level:** NOC

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 Programme Specialist (Local Governance and Resilience) job profile is to be used in small to medium-size Country Offices (CO) reporting to the Chief of Social Policy. For the Zimbabwe Country Office, the post strengthens UNICEF's support to subnational planning and coordination, climate-resilient service delivery for children, anticipatory action and emergency preparedness and response, helping to ensure that national commitments and financing translate into sustained results for children at district and local authority levels.

Purpose for the job:
Under the guidance of the Chief of Child Rights Governance, the Programme Specialist is , accountable for programme planning, design, implementation and administration of assigned work related to local governance, resilience and emergency systems, including support to devolution, district planning, risk-informed programming, s and continuity of essential services during emergencies.

III. Key functions, accountabilities and related duties/tasks

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

1. Knowledge Management for Programmes

Ensure that area/country programmes are strengthened 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. Support the generation and use evidence on local governance, district vulnerability, climate and emergency risks, service continuity, and accountability bottlenecks to inform programme adaptation and advocacy.

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

2. Programme Development and Management

Contribute to the preparation of the Situation Analysis for programme development. Administer a consistent and transparent monitoring system, providing accurate analysis of country level socio-political-economic trends and their implications for ongoing programmes and projects. Support preparation of programme work plans as required. Responsible for preparation of program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices. Provide technical inputs that connect national policy commitments with local implementation, including child-sensitive local development planning, risk-informed planning, preparedness and recovery actions, and integration of resilience and emergency considerations across sector plans at local levels.

3. Optimum Use of Programme Funds

Assist in establishing programme work plans and monitors progress and compliance. Help to manage allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored and liquidated. Takes appropriate actions to optimize use of programme funds. Ensure programme efficiency and delivery through transparent approach to programme planning, monitoring and evaluation.

4. Programme Monitoring and Evaluations

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action. Field monitoring should support local authorities and district systems to coordinate services, use data, manage risks, maintain essential services during shocks and act on community feedback.

Carry out a rigorous and transparent approach to evaluation and participate 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 programme status reports.

5. Rights-Based and Results-Based Programme Management Approach

Assure the quality of child rights-based programmes through 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 design.

Ensure 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 new programme initiatives and management issues to ensure achievement of stated objectives.

6. National and Local Capacity Building, Resilience and Sustainability

Provide government authorities with technical support and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability. This includes strengthening the capacity of local authorities, district development structures and relevant ministries to undertake child-sensitive planning, budgeting, coordination, disaster risk management, preparedness and shock-responsive service delivery.

Ensure the building or 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.

7. Rights Perspective and Advocacy at the National, Community and Family Levels

Conducts policy analysis from a children's and women's rights perspective and advocacy at the community and family levels for credibility in national and international policy debates. Promote the organization goals of UNICEF through advocacy and policy dialogue. Support tangible advancement of child-sensitive and accountable local governance systems, resilience of frontline services and inclusion of children's needs in emergency preparedness, response and recovery frameworks.

8. Partnership, Coordination and Collaboration

Develop partnerships 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. Establish and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data. Coordinate closely with local government institutions, civil protection structures, sector ministries, UN agencies, civil society and development partners to align devolution, resilience and emergency actions around shared child outcomes.

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 collaboration with Regional Advisers and HQ Officers 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 knowledge management and systems developed and utilized to strengthen area/country programme management.

2. Situation Analysis prepared/updated, critical programme intervention points/measures identified, and programme work plans/recommendations/reports prepared. Local

governance, resilience and emergency priorities are reflected in planning, monitoring and programme recommendations.

3. Programme funds optimally used.

4. Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status report timely prepared. Gender/sex disaggregated data and inputs relevant to country programme provided as integral part of programming.
5. Rights based and results based programming approach fully incorporated into all phases of programme and projects processes.

6. Commitment and institutional capacities of the national and local partners effectively gained and established. Local authorities and district systems are better able to plan, finance, coordinate and sustain child-centred services before, during and after shocks.

7. 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.

8. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking. Partnerships support integrated local governance, climate resilience, anticipatory action and emergency preparedness and response.

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

i) Core Values

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

iii) 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)

Technical Knowledge

a) Specific Technical Knowledge Required (for the Job)

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.
- Local governance and decentralisation systems, including local development planning, and accountability mechanisms.
- Climate resilience, disaster risk reduction, emergency preparedness and response, anticipatory action and shock-responsive social service systems.

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)

- 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.
- UNSECORD training for members of Security Management Team.

VI. Recruitment Qualifications	
Education:	An advanced university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, Local Governance, Development Planning, Disaster Risk Management, Climate Resilience, Humanitarian Action, or another relevant technical field.
Experience:	A minimum of five years of relevant professional work experience is required. Relevant experience should include local governance, resilience programming, disaster risk management, emergency preparedness and response, or strengthening subnational systems for child-focused service delivery. Experience working in a developing country is considered as an asset. Demonstrated background/familiarity with emergency preparedness and response, anticipatory action, shock-responsive social services, climate resilience and working with local authorities is required.
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)?:	No
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?:	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

IX. Approval	
Supervisor Pepukai Chivore Chief Social Policy	

	Signature…  Date 23/10/2026
Head of Office Approval Etona Ekole Representative	Signature…………Date…29/10/2026……..