Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	IP (International Professionals)	Country:	Rwanda
Reason for Classification:	Revised responsibilities	Duty Station:	Kigali
Level:	P-3	Office:	Rwanda CO
Title:	Child Protection Specialist	Section:	Child Protection
Title Information in Parenthesis:		Unit:	
		Case Number:	
CCOG Code:	1L04	Post Number:	52400
UNICEF Code:	CHI	Classified Date:	11/11/2026

Organizational Context:

Under the overall guidance of the Deputy Representative (Programme), the Child Protection Specialist - Chief of Section is responsible for leading, managing and supervising all stages of the development and preparation of the Child Protection programme(s) and is responsible for the management, implementation, monitoring, reporting, and evaluation of the child protection programmes/projects within the country programme. The Specialist - Chief of Section provides strategic and technical advice to strengthen national child protection systems and improve protection outcomes for children and adolescents, leads the Child Protection team, and is accountable for effective programme management, partnership development, resource mobilization and delivery of agreed results.

Purpose of the Job:

The Specialist - Chief of Section provides strategic and technical advice on child protection systems strengthening, with particular attention to the prevention of and response to violence against children and gender-based violence, social service workforce strengthening, family strengthening and parenting, alternative care, justice for children and community-based protection systems. Incumbent facilitates the administration and achievement of concrete and sustainable contributions to national and international efforts to create a protective environment for children against all harm, and to protect their rights to survival, development and wellbeing as established under the Convention on the Rights of the Child, international treaties/frameworks and UN intergovernmental bodies. The Specialist - Chief of Section promotes evidence-informed and prevention-focused approaches that strengthen the capacity of families, communities and national systems to prevent and respond to violence, abuse, exploitation and neglect.

The Specialist - Chief of Section is responsible for translating the UNICEF Rwanda Country Programme 2025–2029, UNICEF Child Protection Strategy 2021–2030, UNICEF Strategic Plan, Core Commitments for Children in Humanitarian Action and national child protection frameworks into evidence-informed, sustainable and scalable programmes that contribute to Rwanda's Vision 2050 and National Strategy for Transformation priorities.

The Specialist - Chief of Section promotes UNICEF's normative, development and humanitarian mandate and ensures that programme implementation and the achievement of results is aligned with the Convention on the Rights of the Child (CRC), national legislation, international standards, and relevant intergovernmental commitments. The Specialist - Chief of Section ensures that

programming is undertaken according to approved plans and allocations, UNICEF's human rights and results based-management approaches and methodology (RRBM), and UNICEF's Strategic Plans, standards of performance and accountability framework.

The Specialist - Chief of Section supports policy dialogue, evidence generation and use, sustainable financing, workforce development, partnership development, resource mobilization and innovation for scale. The Specialist - Chief of Section works closely with relevant UNICEF sections and mobilizes specialized expertise from the Regional Office, Headquarters and Centres of Excellence, as required.

The position promotes multisectoral collaboration and the integration of gender equality, disability inclusion, safeguarding and prevention of sexual exploitation and abuse, child participation, climate resilience and risk-informed programming across the Child Protection programme. The Specialist - Chief of Section works with relevant social sector, child protection and care, and justice and security sector institutions, as well as civil society, development partners, academia and other stakeholders, to strengthen sustainable national and decentralized child protection systems enabling sustainable systems to deliver protection outcomes at national scale.

Key functions, accountabilities and related duties/tasks:

1. Programme Leadership and Management
- Establish the annual work plan, determining priorities and performance measurements.
- Monitor workplan implementation to ensure Child Protection results are achieved according to schedule and quality standards.
- Report critical issues to the Deputy Representative and Representative for timely action.
- Establish annual workplan outputs, activities and priorities for Child Protection staff and provide guidance to support effective performance and accountability.
- Manage team performance, capacity development, wellbeing and motivation.
- Lead collaboration with relevant UNICEF sections to ensure coherent multisectoral programming across Operations, Education, Early Childhood Development (ECD), Social Policy, Child Protection, Social and Behaviour Change (SBC), Water, Sanitation, and Hygiene & Climate, Environment, Energy, and Disaster Risk Reduction (WASH and CEED), Health and Nutrition, and Communications, Advocacy and Partnerships.
- Provide overall management and strategic direction to the Child Protection Section, ensuring alignment with the UNICEF Strategic Plan, UNICEF Child Protection Strategy, the Rwanda Country Programme, and national priorities.
- Foster a culture of innovation, collaboration, accountability, safeguarding and results within the Child Protection Section team and across programme partnerships.

2. 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.
- Lead 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, including monitoring benchmarks and performance indicators 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.
- Lead the design and planning of child protection programmes and strategies that strengthen national systems for prevention and response to violence, abuse, exploitation and neglect,

including through strengthening the social service workforce, community-based protection mechanisms, and child protection, care and justice systems.
- Translate national priorities and UNICEF strategies into evidence-informed, costed and scalable interventions focused on systems strengthening and sustainable results.
- Ensure that programme design appropriately integrates gender equality, disability inclusion, child participation, safeguarding and prevention of sexual exploitation and abuse (PSEA), digital transformation, climate resilience and humanitarian-development nexus approaches across budgets and results frameworks, with meaningful participation by the most vulnerable adolescents and youth.

3. Programme management, monitoring and delivery of results
- Oversee implementation of the Child Protection portfolio, ensuring quality programme delivery, risk management, accountability and achievement of results.
- Promote the use of evidence, administrative data and integrated case management information systems to strengthen programme performance and decision-making.
- Ensure effective stewardship of financial and human resources and compliance with donor commitments and organizational standards.
- 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 high-quality programme/project reports for management, donors and partners to keep them informed of programme progress.

4. Technical and operational support to programme implementation
- Provide technical leadership on child protection systems strengthening, violence prevention and response, child justice, family-based care, safeguarding and child online protection, drawing on specialized UNICEF expertise as required.
- Support national reforms related to social service workforce professionalization, integrated case management and referral systems, sustainable financing, governance and accountability mechanisms, quality assurance and decentralized service delivery.
- Promote prevention-focused approaches that strengthen the capacity of families, communities, schools and institutions to protect children.
- 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.
- Provide technical direction across relevant child protection areas, particularly violence prevention and response, justice for children, family strengthening and parenting, alternative care and community-based child protection, while accessing specialized technical expertise where required.
- Arrange and coordinate availability of technical experts with Regional Office/HQ and Centres of Excellence to ensure timely and appropriate specialist 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.

5. Networking and partnership building
- Build and sustain strategic working partnerships with relevant social sector, child protection and care, justice and security sector institutions, local government, development partners, civil society, academia and other stakeholders to advance national child protection priorities.
- Support advocacy, policy dialogue and resource mobilization efforts to strengthen child protection systems and scale high-impact interventions.
– 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.
- Support government-led child protection sector coordination to align partner investments and strengthen joint accountability for national education priorities.
- Mobilize UNICEF regional and global expertise in innovative Child Protection financing, to strengthen government efforts. Facilitate engagement with bilateral and multilateral partners, international financial institutions and philanthropic organizations, in accordance with applicable UNICEF partnership and due-diligence requirements.
- Support South-South and triangular cooperation and technical exchanges to strengthen learning, institutional collaboration and innovation in child protection, violence prevention and safeguarding.

6. Humanitarian Preparedness, Readiness, Response and Recovery
- Ensure annual preparation and revision of Child Protection emergency preparedness plans.
- Ensure coordination arrangements for Child Protection in emergencies are in place.
- Ensure UNICEF meets its commitments for Child Protection in emergency response and recovery.
- Support government to strengthen Child Protection emergency preparedness and response capacities.
- Ensure child protection, preparedness and response are aligned with the Core Commitments for Children in Humanitarian Action (CCCs).
- Promote risk-informed and shock-responsive programming and support continuity of child protection services during emergencies and recovery.
- Ensure that humanitarian preparedness and response approaches reinforce national child protection systems and reflect the specific risks faced by children affected by emergencies, displacement, climate-related shocks and other crises.

7. Innovation, knowledge management and capacity building
- Lead efforts to identify, pilot and scale innovative approaches that strengthen child protection systems, service delivery and safeguarding.
- 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.
- Promote knowledge generation, learning and dissemination of best practices.
- 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. - Support national and sub-national capacity strengthening, including child protection case management, social service workforce development, child online protection and violence prevention and response, and other agreed programme priorities. - Generate and use evidence, research and lessons learned to inform policy dialogue, programme improvement and sector-wide learning.
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 wellbeing in society. Effective programme and team leadership, systems strengthening, partnerships and technical support contribute to stronger national capacity to prevent and respond to violence, abuse, exploitation and neglect and to deliver sustainable and equitable protection results for children, including in humanitarian and climate-related emergencies. 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.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability Core Competencies: 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)
Recruitment Qualifications:	Education requirement: 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 required: A minimum of five years of professional experience in programme planning, management, and/or research in child protection or related areas is required. Demonstrated experience in child protection systems strengthening, programme management and violence prevention and response is required. Experience working in a developing country is considered as an asset. Experience in one or more additional areas, such as alternative care, justice for children, family strengthening and parenting, social service workforce development, child online protection or child protection in emergencies, is considered 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 an added advantage. Technical competencies must be demonstrated in the following areas: Strong understanding of child rights and child protection systems, including the policy, institutional, workforce, community and service-delivery dimensions required to prevent and respond to violence, abuse, exploitation and neglect.

	Strong knowledge of violence prevention and response, with broad understanding of relevant child protection areas, including family strengthening and parenting, alternative care, justice for children and community-based protection systems. Knowledge of other specialized areas, including child online protection, is considered an asset according to programme priorities. Strong programme management and analytical capacity, including results-based management, programme planning, monitoring and evaluation, risk management, use of evidence and administrative data, financial and resource management, and management of partnerships. Demonstrated ability to lead policy dialogue, advocacy and systems strengthening with government, development partners, civil society and other stakeholders, including the ability to translate evidence and lessons learned into programme and policy recommendations. Understanding of social service workforce strengthening and sustainable financing for child protection, including the ability to work effectively with Social Policy and other specialist colleagues and mobilize additional technical expertise where required. Strong partnership and coordination competencies, including the ability to build and maintain strategic relationships across government, UN agencies, development partners, civil society, academia and the private sector to support policy reform, systems strengthening, resource mobilization and programme results. Knowledge of child protection in humanitarian action, including emergency preparedness, risk-informed and climate-resilient programming, continuity of child protection services during emergencies, and application of the Core Commitments for Children in Humanitarian Action. Demonstrated ability to integrate gender equality, disability inclusion, safeguarding and prevention of sexual exploitation and abuse, child participation and equity considerations across child protection programming. Demonstrated capacity to lead and support staff, manage programme performance, foster teamwork and accountability, and promote staff development and well-being. Proven ability to identify, test and scale innovative approaches that improve child protection outcomes, including digital case-management systems, workforce professionalization models, predictive analytics, integrated service delivery platforms, child-sensitive financing mechanisms, and South-South and triangular cooperation. Ability to translate innovative approaches into sustainable government-owned systems and scalable national solutions. Language requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language 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	No

engage with vulnerable children:

Competencies and level of proficiency required:

Recruitment Qualifications:

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