UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Programme Officer (Climate Change and Disaster Risk Reduction) Supervisor Title/ Level: Programme Specialist (Climate Change and Disaster Risk Reduction, Emergency) Organizational Unit: Programme Post Location: Hanoi- Viet Nam	Job Level: NO-B Job Profile No. CCOG Code: Functional Code: Job Classification Level:

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. 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 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 Children, while also supporting the equitable development of nations.

Viet Nam, as it advances towards upper-middle-income status, is at a critical juncture in its development journey, within its 2026–2030 socio-economic development priorities and national climate, environmental, disaster risk reduction (DRR) and SDG commitments. With increasing national capacity and investment of its own resources in sustainable development, UNICEF is strengthening its focus on child-centred climate action, disaster risk reduction and resilience to protect development gains and reduce the growing risks faced by children, particularly the most vulnerable.

Under the 2027–2031 Country Programme, a new Result Area on "Child-centred Climate, Disaster and Environmental Action" provides a distinct cross-sectoral platform for UNICEF's work on climate change, DRR, emergency preparedness, climate-resilient social services, WASH and environmental action. Within this structure, the Programme Officer (Climate Change and Disaster Risk Reduction), NO-B, is responsible for translating technical direction into effective implementation of dedicated child-centred DRR, climate change mitigation and adaptation, and resilience initiatives at national and subnational levels. The post supports programme delivery, partner capacity strengthening, demonstration and scale-up of practical solutions, with a strong emphasis on implementation quality and results of CCDRR programme with VDDMA and other partners.

The post has a distinct responsibility for meaningful child and youth engagement in climate and DRR action, supporting safe and inclusive participation of adolescents and young people in programme design, implementation, monitoring, advocacy and community action. The Officer works particularly with disaster management authorities, other Government Parnters, Viet Nam

Red Cross, climate and DRR partners, civil society, youth networks and communities, while maintaining close linkages with other UNICEF programme teams.

The role is complementary to the Climate-Resilient Social Services Coordination Officer, NO-B. The Programme Officer (Climate Change and DRR) focuses on implementation of Cross Sectoral CCDRR, mitigation, adaptation and resilience interventions and youth engagement, while the Climate-Resilient Social Services Coordination Officer leads day-to-day sector coordination on data and evidence, risk-informed planning and programming, subnational coordination and climate mitigation within essential social services. For cross-cutting climate change and DRR priorities that do not fall within a specific social sector — including support to NDCs, NAPs, CCDRR policies and frameworks, climate adaptation and mitigation initiatives, cross-sectoral child-centred risk analysis and related national and subnational actions — the CCDRR Officer serves as the primary programme focal point for implementation and coordination, under the technical guidance of the Programme Specialist, NOC.

The post contributes to emergency preparedness and response where required and maintains close coordination with the Emergency Officer, NO-B. Day-to-day emergency coordination, anticipatory action, emergency preparedness, response and recovery are primarily assigned to the Emergency Officer, while this position focuses on longer-term disaster risk reduction, mitigation, adaptation and resilience.

Purpose for the job:

The Programme Officer provides professional technical, operational and programme management support to plan, implement, monitor and document child-centred climate change and disaster risk reduction initiatives. Under the supervision and technical guidance of the Programme Specialist (Climate Change, DRR and Emergency), NO-C, the Officer translates technical direction and programme strategies into practical interventions, with particular emphasis on DRR, climate change mitigation and adaptation, resilience building of disster risk management system and meaningful child and youth engagement.

The Officer manages assigned programme components and implementation partnerships; supports capacity strengthening and demonstration of scalable solutions; monitors delivery and operational learning; contributes implementation evidence to advocacy and resource mobilisation; and promotes meaningful participation of children and young people. The post contributes relevant CCDRR and implementation inputs to climate resilient social services work through close collaboration with the Climate-Resilient Social Services Coordination Officer and sector teams.

The incumbent reports to the Programme Specialist (Climate Change, DRR and Emergency), NO-C.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

Within the delegated authority and under the given organisational set-up, the incumbent may be assigned shared or contributory accountabilities for all or part of the following areas of major duties and key results. Under the supervision and technical guidance of the Programme Specialist (Climate Change, DRR and Emergency), NO-C, the Programme Officer supports effective implementation of corss-sectoral CCDRR programme, working closely with Government counterparts, UNICEF programme teams, UN agencies, development partners, civil society, youth networks and communities.

1. Programme planning, implementation, monitoring and management

- Carry out the development, implementation and monitoring of annual and multi-year workplans for assigned CCDRR, cross-sectoral mitigation, adaptation and resilience programme components, translating agreed strategies and technical guidance into clear activities, implementation arrangements, timelines, budgets and results.

- Coordinate day-to-day implementation of CCDRR programme with national and subnational Government counterparts, implementing partners and communities, including capacity strengthening, demonstrations and scale-up of practical child-centred CCDRR and climate resilience solutions.
- Integrate child rights, equity, gender, disability inclusion and the needs of ethnic minority, poor, remote and climate- and disaster-exposed children throughout implementation.
- Monitor programme performance, use of funds and partner delivery; identify bottlenecks and follow up on corrective actions in accordance with UNICEF programme management, HACT and assurance requirements.
- Undertake programme monitoring and field visits to verify results, provide implementation support and document lessons for programme improvement and scale-up.

2. Technical implementation and capacity strengthening for DRR, mitigation, adaptation and resilience

- Provide implementation support and practical guidance to Government and partners for child-centred disaster risk reduction, climate change adaptation and mitigation, and resilience-building interventions, in line with UNICEF strategies and national priorities.
- Support capacity development of disaster management authorities, local institutions, communities and partners on child-centred DRR, risk reduction, climate adaptation, mitigation and resilience approaches.
- Support implementation of community- and institution-level demonstrations that reduce climate and disaster risks, strengthen resilience and generate practical lessons for replication and scale.
- Promote locally appropriate, feasible and scalable mitigation and adaptation solutions, including low-carbon and resource-efficient approaches where relevant; for essential social service systems, coordinate these inputs through the Climate-Resilient Social Services Coordination Officer and relevant sector leads.
- Maintain operational linkages between longer-term DRR and resilience work and emergency preparedness, anticipatory action, response and recovery, coordinating closely with the Emergency Officer to ensure complementarity and avoid duplication.

4. Implementation monitoring, operational learning and DRR risk inputs

- Collect and analyse implementation, field monitoring and partner data for assigned interventions, with appropriate disaggregation to track who is reached, implementation quality and emerging operational risks.
- Contribute operational DRR and climate risk information, implementation lessons and community feedback to broader RA3 evidence and risk-informed planning processes.
- Capture and synthesise lessons learned, case studies, good practices and implementation innovations, and support their use for adaptive management, advocacy and replication at scale.
- Contribute to studies, evaluations and knowledge products related to DRR, adaptation, mitigation, resilience and youth engagement, without duplicating the cross-sector data and evidence coordination function for essential social services.

5. Partnerships, advocacy and resource mobilisation support

- Maintain effective working relationships with disaster management and climate authorities, UN agencies, development partners, civil society organisations, academia, youth networks, the private sector, communities and other stakeholders involved in child-centred DRR and climate action.
- Support technical consultations, advocacy initiatives and communication products that promote child-centred DRR, climate mitigation, adaptation and resilience and strengthen commitment to programme results.

- Contribute implementation inputs, evidence, activity plans and budgets to concept notes, funding proposals, donor reports and other resource mobilisation materials, under the guidance of the Programme Specialist and Result Area 3 Chief.
- Contribute to programme reporting and partner briefings, ensuring that practical implementation experience and the perspectives of children and young people inform advocacy, partnerships and resource mobilisation.

IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The effective performance of the Programme Officer will strengthen the quality, timeliness and accountability of UNICEF-supported child-centred climate and disaster risk reduction programming. By translating technical direction into well-managed implementation, strengthening partner capacities and promoting meaningful child and youth participation, the post will help demonstrate practical and scalable approaches to cross-sectoral DRR, climate change mitigation and adaptation, and resilience. Its focus on the cross-sector data, evidence and risk-informed initiatives complements sectoral social service function within RA3, contributing to stronger national and subnational systems and improved protection of children, particularly the most vulnerable, from climate and disaster risks. The post will strengthen UNICEF Viet Nam's credibility as an implementation partner and support achievement of Result Area 3 and the UNICEF Strategic Plan 2026–2029.

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

Core Values
Care
Respect
Integrity
Trust
Accountability
Sustainability

Core Competencies (For Staff without Supervisory Responsibilities)
Demonstrates Self-Awareness and Ethical Awareness (1)
Works Collaboratively with Others (2)
Builds and Maintains Partnerships (2)
Innovates and Embraces Change (1)
Thinks and Acts Strategically (1)
Drives to Achieve Impactful Results (2)
Manages Ambiguity and Complexity (1)

VI. Recruitment Qualifications

Education:	A university degree in environmental science, climate change, disaster risk management, natural resource management, social sciences, public policy, development studies or another relevant technical field. An advanced university degree in a relevant field is an asset.
Experience:	• A minimum of two years of relevant professional experience in programme/project implementation, monitoring or coordination in climate change, disaster risk reduction, resilience, environmental sustainability or a related development field.

	• Experience supporting implementation with Government and partners at national and/or subnational level is highly desirable. • Experience with child-centred or community-based approaches to disaster risk reduction, climate adaptation, mitigation or resilience is desirable. • Experience in child and youth participation, youth engagement or community mobilisation is an asset. • Familiarity with emergency preparedness and response and the humanitarian-development nexus is an asset. • Experience with UNICEF, another United Nations agency or an international development organisation is an asset.
Language Requirements:	• Fluency in Vietnamese and English is required.

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?:	Yes
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)?:	Yes
The selected candidate for this position will be required to engage with vulnerable children:	Yes