UNITED NATIONS CHILDREN'S FUND

Terms of Reference

Job title : **Programme Specialist – Resilience P3** Contract type : **TA** Level : **P3** Duty station : **Ouagadougou** Supervisor : **Deputy Representative, P5** Duration : **6 months**	
Purpose of post : UNICEF Burkina Faso's 2027–2030 programme places strong emphasis on integrated programming, resilience of essential services, evidence generation for policy dialogue and advocacy, social and behaviour change, social protection, partnership development and resource leveraging. Under the supervision of the Deputy Representative, the Programme Specialist - Resilience will be accountable for programme, planning, design, implementation and administration of specific projects within a major programme, in accordance with the Country Programme Recommendation and Country Programme Management Plan, focussed on achievement of UNICEF's Priorities.	Reports to: **Deputy Representative, P5** Number/level of posts supervised**: 0**
Key functions, accountabilities and related duties/tasks: **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. 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. **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. 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**	**Qualifications requises :** **Education :** • An advanced university degree (Master) in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field. **Experience:** • A minimum of Five years of relevant professional work experience is required. • Experience working in a developing country is considered as an asset. • Background/familiarity with emergency is considered as an asset. Background/familiarity with Emergency situations is considered as an asset. **Language Requirements:** Fluency in French and English required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset. i) **Core Values** • Care • Respect • Integrity • Trust • Accountability • Sustainability **ii) 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)

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. <u>National and Local Capacity Building/Sustainability</u>** Provide government authorities with technical support and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability. 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. <u>Rights Perspective and Advocacy at the National, Community and Family Levels</u>** 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. **8. <u>Partnership, Coordination and Collaboration</u>** 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. 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.	• Manage ambiguity and complexity (1)