UNITED NATIONS CHILDREN'S FUND
(SPECIFIC) JOB PROFILE

I. Post Information

Job Title: Disaster and Climate Resilience Officer Supervisor Title/ Level: Chief WASH & Climate Resilience, P-4 Organizational Unit: WASH & Climate Resilience Post Location: Vientiane, Lao-PDR	Job Level: NO-1 Job Profile No.: CCOG Code: Functional Code: Job Classification Level: NO-1

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:

UNICEF has been working in Lao PDR continuously since 1973. As one of the longest-serving international organizations in the country, we implement one of UNICEF's largest country programmes worldwide, working tirelessly to promote the rights of children and women and to bring basic services - education, health, nutrition, protection, water and sanitation - to those who are most in need.
More than 70 dedicated staff members work to make positive and lasting changes for Lao PDR's most vulnerable children – and to ensure they remain a priority for the international community.
UNICEF works to promote and protect the rights of children and women in Lao PDR. More information on what we do in Lao PDR is available at https://www.unicef.org/laos/.

Purpose for the job:
Accountable for professional technical contribution to programme design, planning, administration, monitoring and evaluation of Disaster Risk and Climate Resilience programme activities, data analysis and progress reporting, and commitment for enhancement of teamwork and capacity building, in support of achievement of planned objectives of the work plan, aligned with country programme goals and strategy.

III. Key function, accountabilities and related duties/tasks

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Programme/Project Management
Accurate, complete and up-to-date information made available for effective budget preparation, programme and project design, implementation, management and evaluation including emergency preparedness and response:

- Ensure the availability of accurate, complete and up-to-date information required for effective Disaster Risk and Climate Resilience programme and project design, implementation, management, monitoring and evaluation. Draft sound programme budgets for review by the supervisor including steps to enhance emergency preparedness and response.

2. **Programme Efficiency and Effectiveness**
Enhanced through effective implementation follow-on:

- Enhance programme efficiency and effectiveness through evidence-based approach and implementation follow-on, including monitoring UNICEF inputs, local conditions and resources, flow of supply, non-supply and emergency assistance and Disaster Risk and Climate Resilience programme status.

3. Work Plan and Programme Documentation
Progress reports and project work plans timely prepared, and effective technical assistance provided in the identification of required supplies and equipment, and in the drafting of Country Programme recommendations and other project documentation, with specific attention to gender/sex disaggregation of relevant indicators:

- Analyze collected data and information and prepare progress reports; draft changes in Disaster Risk and Climate Resilience project work plans and assist in identification of required supplies and equipment (for both development and emergency orientated activities) as well as in the drafting of Country Programme recommendations and other programme documentation, assuring accuracy and consistency with established rules, regulations and plans of action.

4. **Programme Implementation Information and Data**
Appropriateness and completeness of financial and supply documentation as well as adherence to established allotments ensured:

- Ensure the appropriateness of financial, administrative and supply documentation; verify that Disaster Risk and Climate Resilience programme expenditures are within allotments and that data is consistent with the programme information and database. Follow up on queries or initiate corrective action on discrepancies. Collaborate with Monitoring & Evaluation office on maintaining a gender & equity focus in Disaster Risk and Climate Resilience data collection and reporting.

5. Knowledge Sharing with counterparts, Disaster Risk and Climate Resilience stakeholders, donors and media promoted:

Compile Disaster Risk and Climate Resilience programme implementation training and orientation materials to promote knowledge sharing with counterparts, Disaster Risk and Climate Resilience stakeholders, donors and media.

6. <u>Communication and Networking</u>

Effective communication and networking achieved through partnership and collaboration:

- Collaborate with Operations staff to implement internal controls systems and resolve day-to-day issues or discrepancies in financial or supply management.
- Team with local Government counterparts and sectoral stakeholders to exchange information on Disaster Risk and Climate Resilience programme implementation and status, capacity and vulnerability/risk mapping preparedness as well as movement, prepositioning and distribution of supplies.
- Coordinate with members of the development community, including NGOs, UN and bilateral agencies in the exchange of information relating to Disaster Risk and Climate Resilience. Where appropriate support the UNICEF-led and co-led IASC Clusters during preparedness and response to emergencies.

IV. Impact of Results

- The quality and timeliness of the incumbent's work directly affect the accuracy and reliability of programme/project monitoring, reporting and budget information, enabling the team and supervisors to identify implementation issues and take appropriate corrective action.
- Accurate collection, analysis and presentation of programme, supply, non-supply and financial data contribute to effective monitoring of programme implementation and progress toward planned results.
- The work contributes to the efficient administration and implementation of ongoing development and emergency programmes/projects in accordance with established rules and procedures.
- Errors, delays or incomplete analysis may result in inaccurate reporting, delayed identification of implementation or budget issues, and reduced effectiveness of programme monitoring and follow-up

V. Capabilities Required

1. Functional Competencies

- Formulating Strategies and Concepts
- Analyzing
- Applying Technical Expertise
- Learning and Researching
- Planning and Organizing

2. Technical Knowledge

a) Specific Technical Knowledge Required

- Essential professional knowledge of one of the technical areas of UNICEF programmes.
- Essential technical knowledge of theories, principles and methods in one or more of the following areas: WASH, climate, environment and disaster risk reduction.
- Background/familiarity with emergency preparedness and response).
- Gender and diversity awareness

b) Common Technical Knowledge Required

Knowledge of the latest theories, technology and practices in:

- Social behaviour change, WASH, climate adaptation, environment, and green skills development.

General knowledge of:

- Methodology of programme/project management.
- Programmatic goals, visions, positions, policies and strategies for sectoral programmes
- Knowledge of global human rights and gender issues, specifically relating to children and women, and the current UNICEF position and approaches.
- Knowledge of global environmental issues that pertain to sustainable development and specifically relation to children and woman, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address WASH and Climate Resilience issues, including those relating to conflicts, natural disasters, recovery, disaster risk reduction and environment.
- UNICEF financial, supply and administrative rules and regulations.
- Rights-based and results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines.
- Mid-Term Strategic Plan.
- Government development plans and policies
- UNICEF Board endorsed policy papers and agency-wide programmes impacting WASH and Climate Resilience results.
- Knowledge and proficiency in the use of corporate office computer system applications and software, email, word processing, spreadsheet, database, telecommunications.
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced

- Government development plans and policies
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategies to address international humanitarian issues and the responses include the IASC cluster approach.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.

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

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*****The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

V. Recruitment Qualifications

Education:	• University degree in one of the disciplines relevant to the following areas: Social sciences, International Development, Public Health, Disaster Risk Reduction, Climate and Environment, or a field relevant to international development assistance. • Additional training in social behaviour change, humanitarian response, environment, WASH and climate mainstreaming, are considered an asset.
Experience:	• 1 year of professional work experience in the UN or other international development organization and national government and work experience including in the field of international development, disaster risk reduction, environmental education, or related areas. • Experience in programme coordination, project management, monitoring and reporting, and multi-sectoral partnership engagement with government counterparts, civil society organizations, and other UN agencies. • Background/familiarity with emergency preparedness and response, humanitarian coordination, and climate resilience.

Language Requirements:	Fluency in English and Lao.
VIII. Child Safeguarding	
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	NO