SPECIFIC JOB PROFILE

I. Post Information	
Job Title: **Social Policy Officer (Youth Livelihoods and Economic Recovery), NO-B** Supervisor Title/ Level: **Social Policy Manager (Youth Livelihoods and Economic Recovery), P4** Organizational Unit: **Economic and Social Policy Section, Programme** Post Location: **UNICEF Syria Country Office** Type of Appointment: **Fixed-term** Direct Reports: **None**	Job Level: **Level NO-B** Job Profile No.: CCOG Code: Functional Code: Job Classification Level: **Level NO-B** Reason for Classification: **Establishment of a new post**

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 programmes, 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. Investing in the most disadvantaged citizens not only advances child rights, but also contributes to sustained growth, social cohesion and stability. This focus on equity is central to UNICEF's universal mandate under the Convention on the Rights of the Child.

Job organizational context:

The Syrian Arab Republic is entering a recovery and transition period. Large numbers of households, adolescents and young people remain affected by multidimensional poverty, disrupted services, weak labour-market linkages and limited income opportunities, while the political transition, the National Recovery Programme and large-scale returns create an opening to support government-led recovery. Under the 2027–2030 Country Programme, UNICEF Syria's Economic and Social Policy programme aims progressively to shift from humanitarian delivery to nationally owned systems, organized around three mutually reinforcing pathways: data, evidence and public finance for children; social protection systems; and livelihoods, economic opportunities and local economic recovery.

The economic inclusion of adolescents and young people is a priority of the Economic and Social Policy Section for the 2027–2030 Country Programme, carrying its own Output. The pillar is led by the Social Policy Manager (Youth, Livelihoods and Economic Recovery) at the

P-4 level at the Country Office, who sets its strategy, design and partnerships. This post is established to carry the implementation of that pillar.

The post is located in the Economic and Social Policy Section of the UNICEF Syria Country Office and reports to the Social Policy Manager (Youth, Livelihoods and Economic Recovery) at the P-4 level. The post has no supervisory responsibilities. It works closely with the Social Policy Officers responsible for social protection and cash, with the Education, Child Protection and SBC sections, and with field offices, implementing partners and service providers.

Purpose for the job:

Under the guidance of the Social Policy Manager (Youth, Livelihoods and Economic Recovery), the incumbent is accountable for the implementation of the livelihoods and economic recovery pathway of the Country Programme: translating the agreed strategy and design into work plans and delivery, providing technical support to implementing partners and service providers, operating referral pathways from social protection to economic opportunities, and generating the monitoring data and evidence the Section needs to steer the pathway. The post ensures that interventions reach adolescents and young people — in particular young women, returnees, internally displaced and out-of-school young people, and young people with disabilities — on time, at the expected quality, and in compliance with UNICEF standards.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

- 1. Implementation of livelihoods and economic recovery interventions
- 2. Technical support to skills, employability and enterprise activities
- 3. Referral pathways and operational linkage with social protection
- 4. Data collection, monitoring and evidence
- 5. Operational coordination, partner capacity and reporting

1. Implementation of livelihoods and economic recovery interventions

- Translate the agreed pathway design into annual and rolling work plans, activity schedules and budgets, and track delivery against them.
- Manage day-to-day implementation with implementing partners, training providers and service providers, including workplan review, quality assurance of activities and resolution of operational bottlenecks.
- Prepare programme documents required for delivery, including programme documents with partners, terms of reference, specifications and supply requests, and follow them through the relevant internal processes.
- Alert the supervisor to risks, delays and deviations from plan, with proposed practical solutions.
- Ensure that implementation applies the agreed conflict-sensitivity, gender, disability-inclusion, do-no-harm and decent-work standards, and flag cases where they are at risk.

2. Technical support to skills, employability and enterprise activities

- Provide technical support to partners and training institutions on the delivery of technical and vocational training, apprenticeship and work-based learning, job placement, mentoring and transferable skills.

- Support the delivery of entrepreneurship, business development and access-to-finance activities, including start-up support to young entrepreneurs through partners.
- Contribute to the adaptation of curricula, training packages, guidance materials and outreach tools, in line with the standards set by the supervisor and national frameworks.
- Maintain working-level contact with employers and enterprises already engaged by the programme, follow up on placement and retention, and report back on how the arrangements are working in practice.
- Support the participation of adolescents and young people in the design and review of activities, and ensure their feedback reaches the Section.

3. Referral pathways and operational linkage with social protection

- Operate the referral pathways that connect households, adolescents and young people identified through the social registry and cash programmes to skills, employment and enterprise opportunities.
- Work with the Social Policy Officers responsible for social protection and cash on case flow, follow-up and closure of referrals, and maintain the operational records.
- Apply UNICEF data protection and informed consent standards in all handling of participant information, and raise any concern immediately.
- Identify where referrals break down — eligibility, distance, cost, disability access, social norms — and propose practical adjustments to the supervisor.

4. Data collection, monitoring and evidence

- Collect, clean and analyse programme and participant data, including transitions into work and income, retention, and inclusion and equity gaps disaggregated by sex, age, disability and displacement status.
- Manage consultants and firms contracted for labour market assessments, value-chain studies, tracer studies and evaluations, including day-to-day supervision, review of deliverables against terms of reference, and quality control.
- Prepare a first analysis of findings and present it to the supervisor in a form usable for programme decisions.
- Maintain the monitoring framework and reporting tools for the pathway, and prepare inputs for donor and internal reporting.
- Document good practice, lessons learned and case studies for use in advocacy and knowledge management.

5. Operational coordination, partner capacity and reporting

- Coordinate with field offices on the implementation of livelihoods and economic recovery activities, and provide them with technical guidance on the agreed approaches.
- Coordinate at working level with the Education, Child Protection, SBC and Emergency teams to ensure activities converge on the same young people and communities.
- Build the capacity of implementing partners and service providers on the agreed approaches, standards and reporting requirements, including through training and on-site support.
- Monitor partner compliance, including HACT assurance activities, spot checks and programmatic visits, and follow up on findings.
- Prepare briefing notes, presentations and reporting inputs at the request of the supervisor, and support the preparation of proposals and concept notes.

IV. Impact of Results
Reliable implementation of the livelihoods and economic recovery pathway ensures that the strategy and partnerships developed by the Section translate into activities that reach adolescents and young people on time and at the expected quality, and that the Section has the monitoring data and evidence it needs to steer the pathway and to account for it to government and donors. This contributes to the economic participation and resilience of young people and their households, and sustains the credibility of UNICEF as an operational partner in Syria's recovery.

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

i) Core Values

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

ii) Core Competencies (For Staff with no 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 seven core competencies are applicable to all employees. The competency "Nurtures, Leads and Manages People" applies only to staff who supervise others and is therefore not applicable to this post.

VI. Recruitment Qualifications	
Education:	A university degree is required in one of the social sciences, including: Economics, Public Policy, Social Sciences, Development Studies, International Development, Business Administration, or another relevant field.
Experience:	• A minimum of two years of relevant professional experience in one of the following: livelihoods, youth employment, skills development, economic inclusion or social policy; is required. • Experience in the practical implementation of programmes with government and/or non-governmental implementing partners is required.

Desirable:	• Experience working with adolescents and young people on skills, employability or entrepreneurship. • Familiarity with technical and vocational training, work-based learning or job placement services. • Experience in the collection and analysis of programme or labour market data. • Experience in emergency, fragile or recovery contexts.
Skills:	• Ability to organize and follow through on multiple activities and deadlines with limited supervision. • Practical analytical skills, including the ability to work with programme and survey data and present findings clearly. • Ability to build effective working relationships with implementing partners, service providers and technical counterparts. • Clear written and oral communication, including reporting and facilitation.
Language Requirements:	Fluency in English and Arabic is required. Knowledge of another official UN language is an asset.

VIII. 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 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?:	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?:	no
The selected candidate for this position will be required to engage with vulnerable children:	no