

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

<p>JOB TITLE: <u>Programme Officer – DFID/UNICEF Safeguarding Programme in the UK Overseas Territories</u></p> <p>JOB LEVEL: <u>NO- A</u></p> <p>REPORTS TO: The Deputy Representative</p> <p>LOCATION: Barbados, the base for the UNICEF Eastern Caribbean Area Office.</p> <p>ELIGIBILITY TO APPLY: All persons from Trinidad and Tobago, Barbados, the Leeward and Windward Islands, Anguilla, Turks and Caicos Islands, Virgin Islands UK and Montserrat with a CARICOM Skills Certificate</p>	<p>JOB PROFLE NO.: <u>_60000003_</u></p> <p>CCOG CODE: _____</p> <p>FUNCTIONAL CODE: <u>PM/P-2_</u></p> <p>JOB CLASSIFICATION _____</p>
<p>PURPOSE OF THE JOB</p> <p>Under the general supervision of the Deputy Representative, the Programme Officer will provide professional technical assistance and support for programme coordination, planning and implementation, management and evaluation of programme activities, data analysis and progress reporting to DFID, in support of achieving the goals and objectives outlined in the DFID/UNICEF Safeguarding Programme - Protecting the Most Disadvantaged Girls and Boys in the UK Overseas Territories (OT)"- in Anguilla, Montserrat, Turks and Caicos Islands and Virgin Islands.</p>	
<p>KEY END-RESULTS EXPECTED</p> <ol style="list-style-type: none"> 1. Smooth implementation and timely reporting of the DFID/UNICEF Safeguarding Programme facilitated as primary focal point and liaison with DFID and the UK OT Government Partners. 2. Coordination supported to facilitate timely implementation of the DFID/UNICEF's Safeguarding Programme (including the joint proposal, programme work plans and individual country action plans) with sectoral UNICEF colleagues in the office, UK OT Government counterparts and other partners in the UK OTs. 3. The M&E Chief and sectoral programme colleagues supported to technically implement the M&E components of the DFID/UNICEF Safeguarding Programme. 4. Programme monitoring effectively conducted to improve programme performance. 5. Effective partnership and collaboration achieved and maintained in support of advocacy, technical cooperation, programme development/management/coordination, information sharing and networking. 	
<p>KEY ACCOUNTABILITIES and DUTIES & TASKS</p> <p><i>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.</i></p> <ol style="list-style-type: none"> 1. <u>Primary focal point for the UNICEF-DFID programme</u> <ul style="list-style-type: none"> • Maintain contact and report to DFID and UK OT Government Partners on a regular basis for UNICEF on the implementation of the DFID/UNICEF Safeguarding Programme. • Liaise with all critical stakeholders at the regional and national level to promote synergies and economies of scale in the implementation of project activities, ensuring strong linkages with regional and national development priorities and objectives (national action plan for children, sector policies, etc.) 	

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2. The timely implementation of the DFID/UNICEF's Safeguarding Programme

- Assist the Deputy Representative to coordinate the DFID/UNICEF programme work with sectoral and operations colleagues in UNICEF (Office for the Eastern Caribbean Area) to ensure effective inter-sectoral implementation of the programme. Provide monthly financial implementation updates to sectoral units ensure effective monitor of the ongoing programme. Develop timely status reports on DFID/UNICEF programme implementation in line with the joint programme document, donor reports and budget utilization.
- Monitor the allocation and disbursement of programme funds (ie. Direct Cash Transfer (DCT), making sure that funds are properly coordinated, monitored and liquidated (within 3 months- and maximum 6 months- of disbursement). Take appropriate recommendations or actions to optimize use of programme funds as guided by sectoral units.
- If needed, prepare viable recommendations on project implementation, alternative approaches, and optimal utilization of resources to the Deputy Representative and Programme team that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme, new initiatives and management issues to ensure achievement of stated objectives.

3. Technical support the implementation of the M&E components of the programme

- Collaborate with M&E Chief and the other sectoral programme colleagues and government partners to partners to carry out a rigorous and transparent approach to evaluation.
- Provide government authorities with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.

4. Programme monitoring effectively conducted to improve programme performance

- Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; monitor country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose programme recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor.
- Undertake field visits to monitor and assess programme implementation and make recommendations on required corrective action. Under technical guidance of the sectoral units, document and effectively share good practices and lessons learned from the programme.
- Regular meetings/dialogues with sectoral programme staff supported including preparing meeting agenda, minutes, and assist respective colleagues where needed in the implementation of work plan.
- Participate in the UNICEF multi-county programme review to improve efficiency and quality of DFID/UNICEF programme delivery. Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual programme status reports in a timely manner, as required.

5. Partnership, Coordination and Collaboration.

- Facilitate partnership and collaboration with internal and external counterparts, including those of the UN

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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.

- Collaborate with the Programme and Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. Support allocation and disbursement of funds preparations ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).

JOB GRADE FACTORS ¹

P1 Grade

- The nature of decision-making is primarily choosing methods of work and prioritizing project activities in accordance with the established workplan. Regularly make suggestions to the supervisor and the Programme team on appropriate courses of action regarding project adjustments
- The impact of the actions affects the quality of services, efficiency of processing and delivery in support of DFID/UINCEF Safeguarding Programme in the UK OTs.
- Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.
- Conduct research, data collection & analysis requiring analytical / conceptual thinking and organization skills at a professional level.
- The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.
- Provide briefing, training, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.
- The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.
- Draft correspondence, reports for signature of supervisor, requiring professional writing and reporting skills

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

University degree in Social Sciences, Public Administration, Public Policy, Social Policy, Social Development, or other relevant disciplines, with specialized training in Monitoring and Evaluation

2. Work Experience

Two years of relevant professional work experience.

Field work experience

Operational knowledge and experience with databases

3. Language Proficiency

Fluency in English and another UN language (IP)

4. Competency Profile (For details on competencies please refer to the “UNICEF Professional Competency.”)

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Communication [II]
- Working with People [II]
- Drive for Results [II]

ii) Functional Competencies (Required)

- Formulating Strategies and Concepts [I]
- Applying Technical Expertise [I]
- Planning and Organizing [II]
- Analyzing [I]
- Learning and Researching [II]

iii) Technical Knowledge

a) Specific Technical Knowledge Required

(Technical knowledge requirements specific to the job can be added here as required.)

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual and DFID partnership guidelines
- UNICEF Strategic Plan

b) Common Technical Knowledge Required (for the job group)

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNSECORD training for members of Security Management Team.

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How to apply

Applications should be sent by e-mail to bridgetown@unicef.org **no later than Thursday 29 May 2014**, indicating "**Programme Officer - DFID/UNICEF**" in the subject line of the email. The application package should include the following:

- a. A cover letter
- b. A detailed curriculum vitae or background of the corporate entity in English
- c. A duly completed United Nations Personal History form

Applications may also be sent to:

Representative
UNICEF Office for the Eastern Caribbean Area
1st floor, UN House
Marine Gardens
Christ Church
BARBADOS

ONLY SUITABLE PROPOSALS WILL BE ACKNOWLEDGED