

VACANCY ANNOUNCEMENT (Exclusively for Nationals of Côte d'Ivoire)

Post Title : **CHILD PROTECTION SPECIALIST**
Type of Contract : **FIXED TERM**
Post Level : **NOC**
Imis Number : **59872**
Duration : **2 YEARS**
Duty Station : **ABIDJAN**
Closing Date : **MAY, 29th 2009**

1. PURPOSE OF THE POST:

- Under the guidance of the Chief, Child Protection, responsible for the planning, implementation, monitoring and evaluation of the special protection project within the Child Protection programme.

2. MAJOR DUTIES AND RESPONSIBILITIES

- Contributes to the design, preparation, implementation, monitoring and evaluation of protection programme in general and special protection in particular. Analyzes and evaluates data to ensure achievement of objectives and/or takes corrective action when necessary to meet programme objectives. Contributes to the development and/or introduction of new approaches, methods and practices in project management and evaluation.
- Participates in the development of the sectoral work plan, ensure compliance to specific assigned objectives of the special protection Project. Provides guidance and support to partners in meeting programme objectives.
- Undertakes field visits to monitor Protection programme activities in the region, as well as conducts periodic programme reviews with government counterparts and other partners active in the field of Protection. Proposes and/or undertakes action on operational procedures affecting project management and implementation. Provides technical advice and assistance to government officials and other partners in the planning, implementation, monitoring and evaluation of programme/project(s).
- Meets with national and international agencies covering the management of the Protection programmes. Participates in meetings with ministries and any other bodies responsible for Protection programme review, and follows up on implementation of recommendations and agreements.

- Assists in planning and organizing training programmes. Identifies training needs and objectives for the purpose of capacity building, programme sustainability, as well as promotion and advocacy.
- Ensures the accurate and timely input of project information in the computerized programme system, and issues status reports for monitoring and evaluation purposes. Ensure timely justification of funds disbursed by UNICEF Protection Programme. Follow up use of funds and supplies and check authenticity of justifications.
- Prepares programme status reports required for management, Board, donors, budget review, programme analysis, annual reports, etc.

3. QUALIFICATIONS, SKILLS AND ATTRIBUTES

- Advanced university degree in Law, Social Sciences, or related technical field.
- Five years of progressively responsible professional work experience at the national and international levels in programme management, monitoring and evaluation, in a related field.

4. COMPETENCIES

- Knowledge of the latest developments and technology in related fields.
- Analytical, negotiating, communication and advocacy skills.
- Supervisory and managerial skills.
- Leadership and teamwork abilities.
- Computer skills, including internet navigation and various office applications.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization.
- Fluency in French and good working knowledge of English is required. Knowledge of the local working language of the duty station is an asset.

5. WORKING CONDITIONS

- Post is office-based, with frequent travel within the region and the country and occasional travels outside country.

6. APPLICATION PROCEDURE

- Interested and qualified candidates should send their applications in a sealed envelope to:

Mr. Raoul KOTY
Chief of Operations
PO Box: 04 BP 443 Abidjan 04
UNICEF Côte d'Ivoire
Vacancy Number OPS/VN/LOCAL/FT/2009 - 023

- Or alternatively dropped their applications in the box at the reception office UNICEF Abidjan (18 rue Pierre et Marie Curie Zone4C), or at UNICEF Bouake (Quartier Kennedy), or at UNICEF Man (Quartier Domouraud)
- The applications should contain an updated UN Personal History Form (P.11), candidate self assessment form filled up, CV, copy of certificate of nationality, copies of academic certificates, diplomas, degrees etc.....
- The UN P11 form could be downloaded from:
http://www.unicef.org/about/employ/index_apply.html
- The candidate self assessments form could be downloaded from :
<http://www.unicef.org/cotedivoire/french>
- UN staff members are requested to provide last two Performance Evaluation Reports (PERs).
- **Please note that documents submitted along with your applications will not be returned. Ensure you send copies of your testimonials.**

Only short-listed applicants will be acknowledged.

QUALIFIED FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY

UNICEF IS A NON-SMOKING ENVIRONMENT
