

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

Post Title : **CHILD PROTECTION OFFICER**
Type of Contract : **FIXED TERM**
Post Level : **NOB**
Imis Number : **59874**
Duration : **2 YEARS**
Duty Station : **BOUAKE**
Closing Date : **MAY, 29th 2009**

1. PURPOSE-OF THE POST:

- Under the guidance of the Health & Nutrition Specialist, and the technical supervision of the Chief Child protection, assists in the planning, implementation, monitoring and evaluation of assigned project(s) within the child protection sector in Bouaké.

2. MAJOR DUTIES AND RESPONSIBILITIES

- Assists regional child protection authorities and provides technical advice, guidance and direction to government officials and other partners in the Planning, implementation, monitoring and evaluation of assigned projects and activities within the child protection programme and sector at the regional, district and community levels.
- Contributes to the programme management and evaluation through periodic meetings, individually and in groups with the various sectoral team members. Ensure exchange of information, experience, identify new strategies and courses of action to accelerate/improve delivery of services and achieve programme requirements and objectives.
- Undertakes field visits to monitor programmes and reinforce the capacities at the regional, and communities, as well as conduct periodic programme reviews with government counterparts and other partners. Proposes and/or undertake action on operational procedures affecting project implementation and management.
- Participates in the development of the section workplan; ensures compliance to specific assigned objectives. Prepares project status reports required for management Board, donors, budget review, programme analysis, annual reports, etc. Ensures the accurate and timely input of project information and the issuance of status reports for monitoring and evaluation purposes.

- Assists Government authorities and regional and local administration to plan and organizes training programmes. Identifies training needs and objectives for the purpose of capacity building, programme sustainability as well as promotion and advocacy.
- Meets with national and international agencies covering the management of programmes/projects in the region of Man. Participates in meetings for programme/project review, and follow-up on implementation of recommendations and agreements.
- Participates in intersectoral collaboration with other programme colleagues. Assists in development of appropriate communication and information strategy to support and/or advocate programme development.
- Coordinates with the Operations/Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and Government accountability.

3. QUALIFICATIONS, SKILLS AND ATTRIBUTES

- University Degree in Law, Social Sciences or related technical field, preferably with specialization in child protection and development, or programme planning, monitoring and evaluation.
- Two years of progressively responsible professional work experience at national or regional level in programme management, monitoring and evaluation in related field.

4. COMPETENCIES

- Analytical and conceptual ability; communication skills.
- Planning and monitoring skills; ability to organize work and projects.
- Ability to make timely and quality judgments and decisions.
- Computer skills, including internet navigation, and various office applications.
- Commitment to continuous learning for professional development.
- Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
- Initiative, passion and commitment to UNICEF's mission and professional values.
- Fluency in French and good working knowledge in English required. Knowledge of the local working language of the duty station is an asset

5. WORKING CONDITIONS

- Post based in Bouaké, with frequent travels within the region of Bouaké.

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 - 024

- 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 assessments 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
