




**UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE**

**Signature Page**

Duty Station: Surabaya, Indonesia	Generic JD Job No:
Section/Division: Programme Coordination Support Unit	CCOG Code:
Position ID: Case No: IMIS 63225	UNICEF Occu. Code:
Position Level: NO C	Classified Level:
Position Title: Child Protection Specialist	Date Classified:
<b>REPORTS TO: (POSITION NO. &amp; TITLE)</b> <i>(Please attach Organization Chart. Indicate the IMMEDIATE SECTION where the post is located showing the supervisor, subordinates and all other related posts. Note only the officially approved organization chart established in the budget process will be utilized for identification of the post's position within the office structure. This is required for classification review.)</i>	
<b>SIGNATURES</b> This is to certify that contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishments of the functions.	
Agnes Savitri Agni, OIC CFO Surabaya (Head of Section Name/Title)	Signature  Date 11/8/10
Judith Bruno, Planning Specialist (Head of Section Name/Title)	Signature  Date 18/8 2010
Angela Kearney, Representative (Head of Office Name/Title)	Signature  Date 30 AUG 2010
JD Prepared Date: July 2010	



## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

<b>JOB TITLE:</b> <u>Child Protection Specialist</u> <b>JOB LEVEL:</b> <u>Level – 3</u> <b>Case No: IMIS:</b> <u>63225</u> <b>REPORTS TO:</b> <u>Chief Field Office/Child Protection Specialist</u> <b>LOCATION:</b> <u>Surabaya Field Office</u>	<b>JOB PROFILE NO.:</b> 60000176 <b>CCOG CODE:</b> _____ <b>FUNCTIONAL CODE:</b> PC/P-3 <b>JOB CLASSIFICATION</b> _____
<b>PURPOSE OF THE JOB</b>  Under the guidance of the Chief of Child Protection Section (L-4), and Social Policy Specialist (NO-D) under the direct supervision of the Chief of Field Office (NOD) accountable for formulation, design, planning, implementing, monitoring and evaluation of the projects against violence, abuse and exploitation of children and on building child protection institutions and networks within the Child Protection programmes and overall child and gender friendly budgeting, planning and monitoring and evaluation as well as knowledge management to ensure overall efficiency and effectiveness of the programme management, delivery and accomplishment of programme goals and objectives.	
<b>KEY END-RESULTS</b>  <ol style="list-style-type: none"> <li>1. <b>Timely sectoral analysis, input, support and collaboration to the Situation Analysis and its periodic update made for effective programme planning, development and management.</b></li> <li>2. <b>UNICEF's global goals effectively promoted through advocacy and policy dialogue with the sectors responsible for Child Protection, in particular Social Welfare/Protection and Justice and Child Participation.</b></li> <li>3. <b>Knowledge management effectively promoted through drafting/finalizing key Child Protection sectoral programme documents and reports, sharing good practice, lessons learned, and knowledge/information exchange.</b></li> <li>4. <b>Quality of rights-based Child Protection programmes effectively promoted. Coherence, synergy and value added to programme management process through results-based management.</b></li> <li>5. <b>Sectoral work plan and activities formulated, implemented and monitored, ensuring alignment with the defined programme strategies and approaches.</b></li> <li>6. <b>Programme delivery, evaluation and reporting carried out efficiently, rigorously and transparently in compliance with the established guidelines and procedures.</b></li> <li>7. <b>Proper and timely UNICEF and Government accountability ensured regarding supply and non-supply assistance as well as disbursement of programme funds for the Child Protection sector.</b></li> <li>8. <b>Effective communication and networking achieved through partnership and collaboration.</b></li> </ol>	
<b>ACCOUNTABILITIES and DUTIES &amp; TASKS</b>  <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>  <ol style="list-style-type: none"> <li>1. <b><u>Programme Planning, Development and Management.</u></b>             Enhance effective sectoral or inter-sectoral planning, development and management by leading, guiding, coordinating and supporting the timely completion of the Child Protection Situational Analysis and its periodic update through accurate and complete monitoring and analysis, and the timely preparation or finalization of sectoral input. Provide substantive advice, recommendations and input in the formulation of province/district programme documents and plans of actions relating to Child         </li> </ol>	

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Protection programme.

Takes primary responsibility for the planning and implementation of the projects includes those related to violence, abuse and exploitation of children, justice for children and on building child protection institutions and networks, within the child protection program and overall, child and gender friendly budgeting, planning and monitoring and evaluation, as well as knowledge management.

### **2. Promotion of UNICEF's Global Goals**

Promote the organization goals of UNICEF through advocacy and policy dialogue at district and provincial level through active engagement in communication, networking and participation at every opportunity inside and outside UNICEF, leveraging the strength of UNICEF mission, goals and programmes.

### **3. Knowledge Management.**

Promote knowledge management by exchange of child protection knowledge, information, situation analysis, experience or lessons learned; promote child protection knowledge sharing and technical input or recommendations on major programme directions and on introduction of new initiatives in the province and districts

### **4. Rights-Based and Results-Based Approach.**

Promote the quality of rights-based Child Protection Programmes through participation in the formulation of programme goals, strategies and approaches at district and province. Bring coherence, synergy and added value to sectoral or inter-sectoral management processes using a results-based management approach to planning and design, implementation, monitoring and evaluation.

### **5. Sectoral Work Plan Development, Implementation, and Monitoring.**

Takes primary responsibility for the development of the sectoral work plan and technical decisions as well as for programme management, implementation and monitoring of assigned child protection project/sectoral activity, in compliance with the defined programme strategies and approaches.

### **6. Programme Delivery, Evaluation and Reporting.**

Ensure programme, sectoral or inter-sectoral, efficiency and delivery through a rigorous and transparent approach to evaluation. Participation in major evaluation exercises, programme reviews and annual sector review meetings with government counterparts at district and province.

### **7. UNICEF and Government Accountability.**

Coordinates with Operations and Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and Government accountability. Certifies disbursements of funds, monitors and submits financial status reports to management in compliance with the regulations and guidelines.

### **8. Communication, Collaboration, Networking and Partnership.**

- Ensure exchange of information, experience, identify new strategies and courses of action to accelerate/improve delivery of services and achieve Child Protection programme requirements and objectives. Conduct field visits to monitor programmes and collect information. Conduct periodic programme reviews with Government counterparts and other partners.
- Collaborate with Communication and Programme Communication groups to ensure development of effective communication materials and strategies to support advocacy and social mobilization efforts.

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- Overall coordination with National and Sub National Programme/Project Officers and to ensure the integration of the sectoral programme with other sectors.
- Collaborate with the Operations and Supply Sections and Government authorities to establish and maintain sound internal controls supportive of Child Protection programme planning and implementation, to coordinate financial and supply management requirements as well as to ensure accountability.
- Interact with Government and other partners, NGOs, UN and bilateral agencies in the different stages of CP programme/project implementation to follow up on agreements and recommendations. Provide technical support and guidance on appropriate technical, financial and institutional capacity building measures to achieve Child Protection programme goals.

### JOB GRADE FACTORS <sup>1</sup>

- Level 3**
- As a line manager for assigned projects, lead effective and efficient planning, design, implementation and administration of specific project activities within a major programme that focus on achievement of UNICEF's programmatic priorities. Ensure that project delivery meets targeted goals and objectives
  - As a technical expert, contribute timely and effective technical advice, guidance and input to the preparation of situation analysis, formulation of programme strategy, planning, implementation and evaluation and human resources.
  - Conduct field visits to monitor programmes as well as conduct periodic programme reviews.
  - Make viable recommendations on programme implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the advancement of the rights of children and women.
  - Contribute to the development and introduction of new approaches.
  - Certify allocation and disbursement of funds; determine supply and cash needs to ensure programme delivery meets targeted goals and objectives.

### QUALIFICATION and COMPETENCIES

#### 1. Education

Bachelor degree (master degree preferable) in the social sciences, law or other relevant field.

#### 2. Work Experience

Five years of professional work experience at national and international levels in child protection, including field work experience.

#### 3. Language Proficiency

Fluency in English and Bahasa Indonesia

#### 4. Competency Profile

##### i) Core Values

- Commitment
- Diversity and Inclusion
- Integrity

<sup>1</sup> 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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### ii) Core Competencies (Required)

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

### iii) Functional Competencies (Required)

- Leading and Supervising [ I ]
- Formulating Strategies and Concepts [ II ]
- Analyzing [ III ]
- Relating and Networking [ II ]
- Deciding and Initiating Action [ II ]
- Applying Technical Expertise [ III ]

### iv) Technical Knowledge<sup>2</sup> [ ]

#### a) Specific Technical Knowledge Required [ ]

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

- Advanced knowledge of one or more of the technical areas of UNICEF programmes.
- Advanced technical knowledge of theories, principles and methods in the following:  
Strengthening child protection systems and partner capacity for protecting children against violence; in child participation; in improving justice for children and in strengthening social welfare systems.
- Use of data and indicators in child protection.

#### b) Common Technical Knowledge Required [ ]

- Methodology of programme/project management

Knowledge of the latest developments within child protection, social policy budgeting for children.

Analytical, negotiating, communication and advocacy skills.

Supervisory and managerial skills.

Leadership and teamwork abilities.

#### c) 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 organization.

<sup>2</sup> Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.