Position Title: Deputy Director, Office of Emergency Programmes (EMOPS), D-1, New York, USA

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world’s leading children’s rights organization would like to hear from you.

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children’s survival, protection and development. The world’s largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Purpose for the job:

Supports and advises the EMOPS Director on all aspects of strengthening UNICEF capacity, effectiveness and efficiency in relation to humanitarian action. Leads strategic planning, positioning of UNICEF, inter-agency partnership building, and policy guidance in relation to humanitarian field support. Coordinates with relevant HQ divisions to assure that support to humanitarian learning, preparedness and response is core to UNICEF programmes and business processes and tools. In consultation with EMOPS Director and Director of Geneva Office for Emergency Programmes, manages and supervises the work of EMOPS operations.

Key Function and Accountabilities:

Leadership, Strategic Planning, Policy Guidance and Representation

Ensures that UNICEF’s role in humanitarian situations is fulfilled by contributing to strategic planning and decision making of the Organization. Advises EMOPS Directors and Senior Management on strategic analysis and positioning of UNICEF, linking political, humanitarian and security agendas.

- Works closely with other divisions, particularly with PD-HATIS, on UNICEF’s work in post crisis countries, peace building environments, disaster risk reduction, with an emphasis on linking humanitarian and development actions.
- Develops and maintains inter-agency partnerships in the areas of humanitarian response and preparedness, proactively ensuring a strategic approach to advocacy in high level external fora, including UN Secretariat actors, donors and NGOs. Ensures consistency and quality oversight of EMOPS engagement related to technical advice and advocacy in this respect.
- Ensures that UNICEF’s institutional overall response in humanitarian situations is well-coordinated and conducted in close cooperation and collaboration with other relevant actors within and beyond the UN system.
- Supports UNICEF in its positioning in and implementation of the broader system’s agenda, including the post-World Humanitarian Summit follow-up and Grand Bargain commitments, and participates in strategic meetings with collaborating partners and policy discussions in this respect.
- In coordination with PPD, participates in senior level discussions on the CERF, effectiveness and efficiency with inter-agency partners. Participates in internal and external fora (including task forces, working groups and committees as and when requested/required) and ensures appropriate participation in discussions on global humanitarian issues at HQ-level (e.g. EOSG, OCHA, DPA, DPKO, UNDP, WFP, UNHCR, HLWG). This includes fora where policy issues related to children and their rights and needs are discussed, e.g. Security Council-related processes, Policy Committee, Senior Action Group, IASC, EDG, IATF and other relevant fora (e.g. CAAC, Rights Up Front, etc.). Supports the work of Executive Office with briefing notes and talking points, representation and advice.

Management

- Ensures that the work of EMOPS is coordinated with other parts of HQ with regard to organization wide processes in planning and management, including Strategic Planning process as well as any
other ongoing organizational initiatives. Participates in internal interdivisional meetings/working
groups/task teams. Provides leadership to generate, foster and maintain management excellence
among EMOPS staff, sound management-staff relations and promotes general staff welfare and
security.
- In collaboration with DHR, leads the work on humanitarian learning and staff capacity development
to ensure that all UNICEF staff, including HQ, ROs and COs, have the capacity required to deliver on
the core commitments for children (CCCs) in humanitarian crises.
- Promotes the effective and efficient management of the Division in accordance with relevant rules,
policies, procedures and standards on the basis of annual work plans and available human and
financial resources. Serves as OIC in the absence of the EMOPS Director. Supervises some Section
Chiefs and supports staff on a regular basis according to the responsibilities outlined in the office
organogram and ensures that Performance evaluations are undertaken in line with organizational
requirements. Initiates and integrates management improvement activities that will enhance EMOPS’
performance and achievement of management excellence.
- Fosters a conducive working environment and provides the team with clear strategic leadership and
direction with regard to effective human resources and performance management.
- Organizes the bi-monthly management meetings and provides advice on programme implementation
and budget status to the Director. Promotes the implementation of the UNICEF gender and
geographical diversity policy across the division and monitors its compliance, especially on senior staff
recruitments.

Field support

- Facilitates a strategic prioritization of organizational response capacity to the field on humanitarian
situations, including large scale and “silent” emergencies. Assures that UNICEF SSOPs defined for
major crises (L3 and L2 emergencies) are being implemented. Ensures rapid, high quality support on
the issuance of EPF to countries in crisis, provides oversight and guidance to the management on the
use of the EPF and participates in internal committees and discussions on thematic and humanitarian
funding to emergency countries with PPD and PD.
- As member of the EMOPS’ leadership team, participates and provides advice on priority setting, design
and development of policy guidance for UNICEF regional and country offices, on humanitarian actions,
policies, advocacy and communication messages in support of children and women in humanitarian
crises, and capacity development to strengthen emergency preparedness measures on the ground.
- In collaboration with the respective sections in EMOPS and other offices, identify emerging policy
issues, need for guidance to the field and management support, opportunities for change in
programme approaches, new and innovative solutions, and provision of authoritative advice when
needed on all matters related to the well-being of children and women in humanitarian crisis on an
ongoing basis.

Minimum Requirements:

An Advanced University Degree in social sciences, international relations, government and public relations,
public or social policy, sociology, social or community development or other related fields, is required.

A minimum of 12 years of professional development experience that combines intellectual and managerial
leadership in development cooperation at the international level, some of which served in an emergency
context, is required. Relevant professional experience in any UN system agency or organization is an asset.

Oral and written proficiency in English is required. Knowledge of another official UN language or a local
language is an asset.
Competencies of Successful Candidate:

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

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

Functional Competencies:

- Leading and Supervising [III]
- Formulating Strategies and Concepts [III]
- Analyzing [III]
- Relating and Networking [III]
- Deciding and initiating Action [III]
- Applying Technical Expertise [III]
- Planning and Organizing [III]
- Adapting and Responding to Change [III]
- Coping with Pressure and Setbacks [III]
- Persuading and Influencing [III]

SSR competencies

- Delivering results
- Managing complexity and change
- Impact and partnership
- Innovation and risk taking
- Leading, engaging and nurturing
- Self-awareness

Applications will be considered only if accompanied by an updated Cover Letter and CV, as well as the two most recent PERs (for internals) / Evaluations (for externals). Regret letters will only be sent to shortlisted candidates. Expected start date for the position is February 2017.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.