



Programme officer, Level 2

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 60 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 of the Job

Under the general supervision of the Head of Office, you will manage overall coordination/supervision of the total programme commitment of a small/medium size country office with a broad range of projects, including programme/project formulation, design, planning and management.

Key Expected Results

Outcome of your work should include:

Effective knowledge management and system, information exchange and the development of training and orientation materials developed and deployed for strengthening of country programme management and activities.

Situation Analysis prepared/updated, critical programme intervention point/measures identified, and programme work plans/recommendations prepared and incorporated. Programme reports prepared as required.

Programme funds optimally used.

Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status report timely prepared.

Rights-based and results-based programming approach fully incorporated into all phases of programme and projects processes.

Commitment and institutional capacities of the national and local partners gained and established.

Profile of Successful Candidate

University degree in social sciences, international relations, government, public administration, public policy, social policy, social development, community development, or other relevant disciplines, with specialized training in conflict resolution.

Two years of relevant professional work experience, including international and developing country work experience, in programme design, planning and implementation.

Background/familiarity with emergency situations.

Fluency in English and another UN language required. Knowledge of the language of the duty station is an asset.

Competencies of Successful Candidate

Communicates effectively to varied audiences, including during formal public speaking.

Sets high standards for quality of work and consistently achieves project goals.

Able to work effectively in a multi-cultural environment.

Demonstrates an awareness of changes in organizational strategy that impact on own work area.

Demonstrates good skills and relevant knowledge in own area.

Sets clearly defined objectives and plans activities for self, own team or department.

Demonstrates good skills and relevant knowledge in own area.

Seeks and quickly absorbs new information and techniques.