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| **I. Post Information** |
| Job Title:  **Child Protection Officer**Supervisor Title/ Level: **Chief** **Child Protection /P5**Organizational Unit: **Programme**Post Location: **Kinshasa, DRC Country Office** | Job Level: **Level 2**Job Profile No.: CCOG Code: Functional Code: Job Classification Level: **Level 2** |

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| II. Organizational Context and Purpose for the job |
| The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.**Purpose for the job:** The Child Protection Officer provides professional technical, operational and administrative assistance throughout the programming process for child protection programmes/projects of the DRC Country Office. The incumbent prepares, executes, manages, and implements a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluating and reporting. The JPO will support the Child Protection Section’s ability to ensure technical excellence and quality of its programmatic work, within the broader context of the UNICEF country programme.The Child Protection Officer post has a particular focus on **Child Protection in Emergencies/Children Affected by Armed Conflict and Justice for Children**, whilst also assisting in other areas of work, such as Social Work/Social Service Workforce strengthening, the response to Epidemics, Birth Registration and Monitoring and Evaluation.The Child Protection Officer is expected to provide professional technical contribution to the following functions:* Supporting prevention and response programming for UASC, CAAFAG, SGBV survivors and other children affected by armed conflict, including technical guidance, advocacy, and capacity building initiatives, notably on the individualisation and contextualisation of reintegration activities for CAAFAG.
* Supporting development of engagement strategies, approaches and programmes in relation to justice for children in DRC, ensuring that all children in contact with the law come into contact with a specialised justice system and are provided with legal assistance and that as many as possible are diverted or provided with other alternatives to detention.
* In relation to above areas of work, supporting regular coordination with relevant Field Offices and the Regional Office and undertaking missions when necessary for providing direct support to FOs, supporting specific assessments or other functions;
* Leading or contributing to drafting of analyses, reports or papers related to areas of focus;
* Supporting knowledge management functions in justice for children and Child Protection in Emergencies, including but not limited to identification and documentation of good practices and models related to the issues above;
* Supporting with managing external partnerships related to the related functions above.
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| III. Key functions, accountabilities and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. **Support to programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Technical and operational support to programme implementation**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**
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| 1. **Support to programme development and planning**
* Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, analysis and reporting of child protection and other related information for development planning and priority and goal setting.
* Provide technical and operational support, notably to Field Offices, throughout all stages of programming processes by executing and administering a variety of technical, programme, operational, and administrative transactions, preparing related materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluating of results.
* Prepare required programme documentations, materials and data to facilitate the programme review and approval process.
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| 1. **Programme management, monitoring and delivery of results**
* Work closely and collaboratively with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
* Participate in monitoring, data collection and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes/projects, and to report on required action/interventions at the higher level of programme management.
* Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, organizational rules, regulations, procedures and donor commitments, standards of accountability and integrity. Report on critical issues and findings to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
* Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.
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| 1. **Technical and operational support to programme implementation**
* Conduct regular programme (field) visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
* Provide technical and operational support to government counterparts, NGO partners, UN system partners, including the peacekeeping mission, and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in child protection, to support programme implementation.
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| 1. **Networking and partnership building**
* Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on child protection.
* Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues
* Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
* Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for child protection programmes.
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| 1. **Innovation, knowledge management and capacity building**
* Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
* Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
* Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
* Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.
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| IV. Impact of Results  |
| The Child Protection Officer will contribute to shaping key areas of UNICEF DRC’s work, notably Justice for Children and Child Protection in Emergencies. The Child Protection Officer will work closely with the entire Child Protection team throughout the country, as well as colleagues from other sections, and will play a key role working on support services for children – cutting across various CP portfolios and support development of concerted approaches across the section.The efficiency and efficacy of support provided by the Child Protection Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to create a protective environment for children against harm and all forms of violence, and ensures their survival, development and well-being in society. Success in child protection programmes and projects in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country. |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles) |
| **Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**Core competencies*** Communication (II)
* Working with people (I)
* Drive for results (I)
 | **Functional Competencies**:* Formulating strategies and concepts (I)
* Analyzing (II)
* Applying technical expertise (II)
* Learning and researching (II)
* Planning and organizing (II)
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| **VI. Recruitment Qualifications** |
| Education: | Master’s degree in one of the following fields is required: human rights, law, international law, international development, or another relevant social science field.  |
| Experience: | A minimum of two years of professional experience in the following areas: legal or social research and analysis, coordination or management of child protection or development programmes, child protection in emergencies, working in legal representation or social assistance roles with children, refugees, migrants or other vulnerable groups. Experience working in a developing country is considered as an asset.Relevant experience in programme development in child protection related areas in UNICEF or other UN agencies is considered as an asset. Experience in both development and humanitarian contexts is an added advantage. |
| Language Requirements: | Fluency in French and English is required. Knowledge of another official UN language is considered as an asset.  |