

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB DESCRIPTION

PROFESSIONAL POSTS

IMIS POST NUMBER:	Generic JD Code:
PAT NUMBER: 10344	IMIS JD Number:
POST TITLE: Education Specialist	ICSC CCOG Code:
	UNICEF Code:
	CLASSIFIED LEVEL:
POST LEVEL: NO-03	DATE CLASSIFIED:

SECTION/DIVISION:

DUTY STATION:

PROGRAMME/EDUCATION

TUNIS

SIGNATURES

This is to certify that the contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the functions.

Maria Amelia RUSSO DE SA, Deputy Representative
Supervisor Name and Title

(Signature)

Jean-Michel DELMOTTE, Representative
Head of Office Name and Title

(Signature)

DATE PREPARED: January 27, 2009

1. **ORGANIZATIONAL SETTING**

a) **REPORTS TO :** (*Indicate post - (by job title and level) - to which this position reports.*)

Deputy Representative, PAT 43733

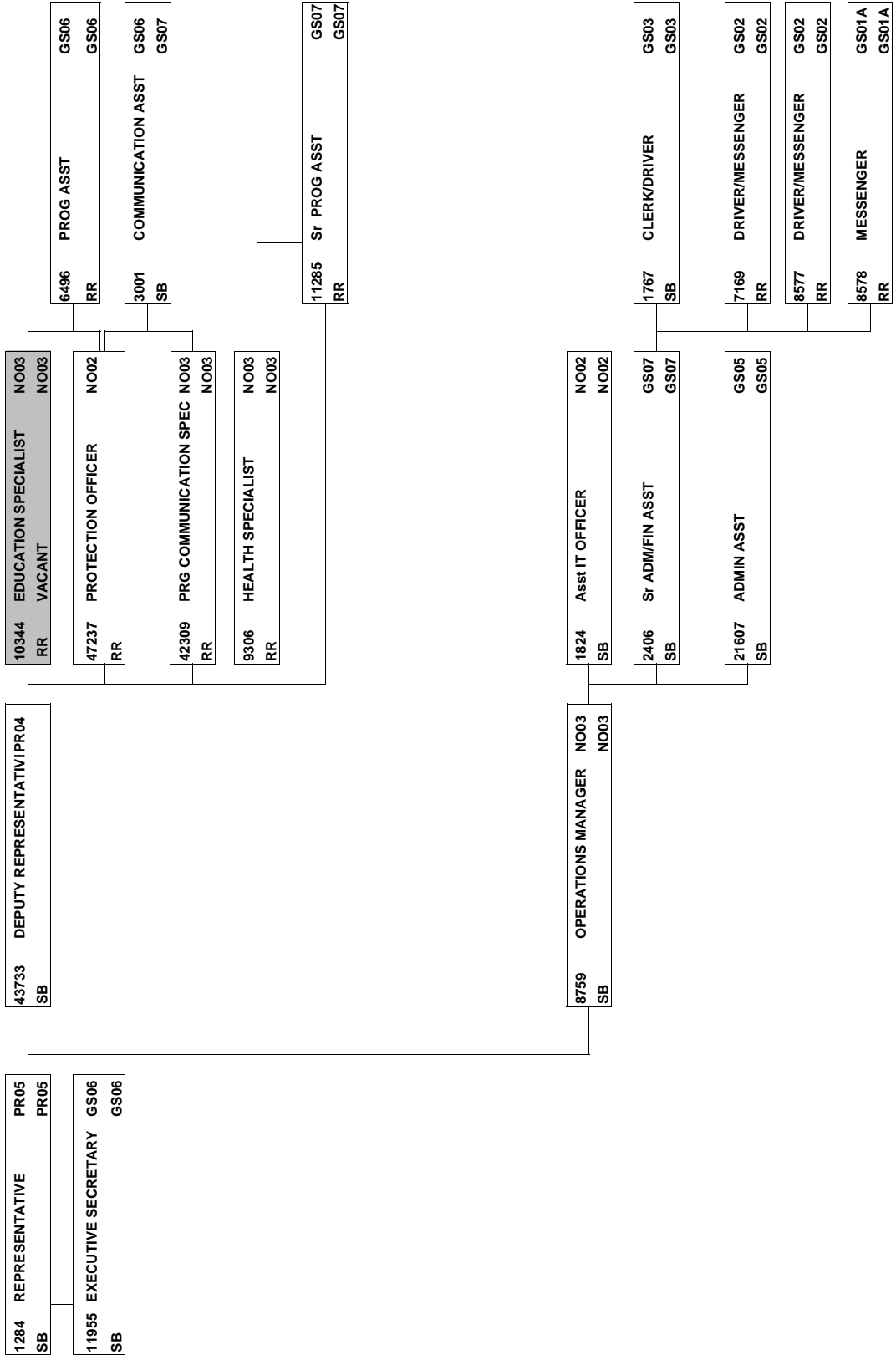
b) **RESPONSIBILITY FOR WORK OF OTHERS**

(*Indicate the number, title and level for whose work the post is responsible.*)

<u>Title</u>	<u>Level</u>	<u>Number</u>
Programme Assistant	GS6	6496

c) **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.*)



2. PURPOSE OF THE POST (*Describe the purpose of the post*)

Under the guidance of the Deputy Representative, PAT 43733 is responsible for the planning, implementation, monitoring and evaluation of the Education Programme. The Education Specialist is specifically expected to participate in a collaborative work/ platform for innovative thinking on social policy and child rights. Main responsibility includes supporting partners in the development of a framework for early child care and social policy.

3. MAJOR DUTIES AND RESPONSIBILITIES

(Describe in order of importance *what* is done and *how* it is done. Do not exceed more than 10-12 major duties. Indicate the percentage of time devoted to each duty or responsibility. Do not include duties of less than 5 %.)

Percentage

25%	1. Design, prepare, support implementation, monitor and evaluate assigned programme or specific project(s). Analyze and evaluate data to ensure achievement of results and/or take corrective action when necessary to meet programme/project results. Propose and/or undertake action to improve programme implementation and management. Provide technical advice and assistance to government officials and other partners in the planning, implementation, monitoring and evaluation of programme/projects.
20%	2. Propose, contributes and assist the office and partners in the development and/or introduction of new approaches, namely in the area of early childhood development and its links with social policies' development.
10%	3. Contribute towards the preparation of the Situation Analysis by compiling data, analyzing and evaluating information, and writing chapters of the Analysis. Prepare the sectoral documents for the Country Programme Action Plan (CPAP) and Plans of Action. Prepare programme/project status reports required for management Board, donors, budget review, programme analysis, annual reports, etc.
5%	4. Undertake field visits to monitor programmes, as well as conduct periodic programme reviews with government counterparts and other partners.
5%	5. Participate in intersectoral collaboration with other programme colleagues. Assist in development of appropriate communication and information strategy to support and/or advocate programme development.
10%	6. Assist Government authorities to plan and organize training programmes. Identify training needs and objectives for the purpose of capacity building, programme sustainability as well as promotion and advocacy.
12%	7. Meet with national and international agencies (UE, WB etc...) covering the management of programmes/projects. Participate in meetings with ministries responsible for Programme/project review and follow-up on implementation of recommendations and agreements.
	8. Coordinate with the Operation on supply and non-supply assistance activities ensuring proper and timely UNICEF and Government accountability. Certify disbursements of funds, monitor and submit

5%	financial status report to Deputy representative or Representative as required.
8%	9. Ensure the accurate and timely input of project information in computerized programme system and the issuance of status reports for monitoring and evaluation purposes.

4. **WORKING CONDITIONS** (*Do the duties of this post involve frequent travelling or unusual conditions or is it a normal office-based post?*)

Tunis office-based post with travel within country.

5. **IMPACT AND CONSEQUENCE OF ERROR**

(a) **Describe the type of decisions regularly made and the impact of those decisions.**

Decisions are taken (on consultation with supervisors depending on the level of decision) on programme management within framework of objectives, supply and case needs, to ensure delivery meets targeted goals and results.

(b) **Describe the type of recommendations regularly made and why these are important.**

Recommendations of technical nature are made on adjustments and changes on Programme implementation to improve efficiency and effectiveness and ensure value added from the organisation.

(c) **Describe the most damaging error(s) that could be made in the work and the consequences they would have.**

Lack of understanding of local conditions, of factors for feasibility and incorrect Programme approach would lead to ineffectiveness of approaches, and misuse of financial resources.

Ineffective relations with government counterparts and other partners would lead to ineffective implementation and loss of credibility.

6. **INDEPENDENCE** (*Describe the degree of direction or management guidance the post receives from the immediate supervisor, e.g., post acts under minimal supervision, exercises judgement, takes initiative, etc.*)

Main guidance is provided on strategic vision and approaches. Also for processes and procedures applicable in the formulation, management, monitoring and evaluation of the Programme. Incumbent is expected to work with a certain level of independency on the administration of programme/ and to provide regular feedback to supervisor.

7. **GUIDELINES**

(a) **Indicate which guidelines are required for performing the duties of the post** (*rules, regulations, policies, procedures, practices, precedents, manuals, instructions, etc.*)

UNICEF programme policy guidelines and manuals
UNICEF Board Policy Paper, PRO's and EXD's
UNICEF Country Programme Action Plan (CPAP)
UNICEF personnel, financial, supply and administrative rules, regulations and manuals
PROMS Systems
Government development plans and policies
Office Management Plans and Workplans
Technical literature or related programmes
Cooperating Agencies guidelines and manuals

- (b) Describe the extent to which interpretation of, and deviation from, existing guidelines is permitted and the authority to propose or establish new guidelines.

Interpretation and application of orientations and guidelines. The position is expected to make recommendations to ensure efficiency and effectiveness of UNICEF's inputs to the expected results of the Programme. The position requires autonomy, team spirit, capacity of analysis and creativity.

8. **WORK RELATIONS** (Indicate the purpose and level of contacts both inside and outside UNICEF for the work to be accomplished)*

<u>TITLE</u>	<u>PURPOSE</u>
a) <u>Internal</u>	
Representative/Deputy Representative	(F) Receives policy directions/ guidelines and provides technical advice.
Communication/Information Officer	(F) Strategies for communication and social mobilization.
Other Programme Staff	(F) Coordination and information exchange. Joint action.
Operations staff	(F) Financial and supply management and monitoring.
RO Education Unit	(O) Sharing information, seeking advice.
b) <u>External</u>	
Government officials of relevant Ministries, and regional/sectoral and provincial government Counterparts/community.	(F) Intersectoral cooperation advocacy, technical support and advice for programme implementation.
UN Agencies, WB, EU, other Bilaterals	(F) Coordination/exchange of Technology, joint action.
9. QUALIFICATIONS, SKILLS AND ATTRIBUTES required to perform the duties of the post:	
a) EDUCATION (Indicate the level and precise field of study of university and/or training and degree of specialization required.)	
Advanced University Degree in Social Sciences or related technical field.	
b) WORK EXPERIENCE (Indicate the length and type of practical experience required at the national and, if so required, at the international level.)	
Five (5) years of progressively responsible work experience at national and international levels, at professional level, in programme management, monitoring and evaluation in related field.	
c) LANGUAGES (Indicate the languages required and desirable.)	
Fluency in French, English and Arabic is required.	
d) OTHER SKILLS AND ATTRIBUTES	

(Indicate what other skills and attributes required, such as computer knowledge, management or communication skills, negotiating or training ability, etc.)

- Necessary Background Knowledge. Tacit Knowledge and Experience
- Commitment to Continuous Learning
- Strategic Thinking
- Planning, Standard Setting and Monitoring Work
- UNICEF Specific Expertise
- Organising and Co-ordinating Work
- Decisiveness Judgement,
- Foresight and Problem Solving
- Flexibility
- Ethics and Honesty