



UNITED NATIONS CHILDREN'S FUND  
(GENERIC) JOB PROFILE

## I. Post Information

Job Title: **Early Childhood Development (ECD) Specialist**  
Supervisor Title/ Level: **Policy and Knowledge Management Specialist P4**  
Organizational Unit: **Programme**  
Post Location: **Belarus**

Job Level: **Level 3**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level: **(For non GJP)**

## 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 programs, 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 favoritism. 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 fulfill 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.

**Job organizational context:** The ECD Specialist GJP is to be used in a Country Office (CO), where ECD is a program component of the Country Program (or UNDAF). The ECD Specialist reports to the **Policy and Knowledge Management Specialist P4**.

**Purpose for the job:** The ECD Specialist reports to the **Policy and Knowledge Management Specialist P4** for guidance and general supervision. The Specialist supports the coordinated development, planning, implementation, monitoring and evaluation of ECD programs/projects within the Country Program. The Specialist provides technical guidance and management support throughout the programming processes to facilitate the administration and achievement of results on ECD related programs/projects.

The Specialist contributes to achievement of concrete and sustainable results on ECD related programs/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.

### **III. Key function, accountabilities and related duties/tasks**

#### **Summary of key functions/accountabilities:**

- 1. Support to ECD programs/projects development and planning**
- 2. Program management, monitoring and delivery of results on ECD programs**
- 3. Technical and operational support to program implementation**
- 4. Networking and partnership building**
- 5. Innovation, knowledge management and capacity building**

#### **1. Support to ECD program/project development and planning**

- Support the preparation/design and conduct/update of situation analysis and assessments on ECD related issues to establish evidence-based data to support holistic policy and program development and coordinated planning, implementation and monitoring of results on early childhood development programs/projects within the country program.
- Keep abreast of national/regional/international development priorities to identify opportunities where ECD can enhance inter-sector partnership, integration and linkages.
- Participate in CO program discussion to determine areas for ECD integration/intervention. Contribute to the formulation, design and preparation of the Country Program to ensure integration of ECD in a holistic manner across program areas and to ensure alignment of ECD programs with UNICEF's Strategic Plans and coherence/integration with UN Development Assistance Framework (UNDF), regional strategies and national priorities, plans and competencies.
- Establish specific goals, objectives and strategies and implementation plans for the ECD programs/projects using results-based planning terminology and methodology (RBM). Prepare required ECD documentations for program review and approval.
- Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes to ensure ECD integration, coherence and harmonization with other UNICEF program sectors and achievement of results as planned and allocated.

#### **2. Program management, monitoring and delivery of results on ECD programs**

- Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators and measurement to assess/strengthen performance accountability, coherence and delivery of concrete and sustainable results on ECD programs.
- Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in program and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor ECD programs/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum/appropriate use of ECD program resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity

- and ensuring timely reporting and liquidation of resources.
- Prepare ECD regular/mandated program/project reports for management, donors and partners to keep them informed of program progress.

### **3. Technical and operational support to program implementation**

- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners/donors on interpretation, application and understanding of policies, strategies, processes and best practices and approaches on ECD to support program management, implementation and delivery of results.
- Participate in program meetings including program development and contingency planning to provide technical and operational information, advice and support.
- Draft ECD policy papers, briefs and other strategic program materials for management use, information and/or consideration.

### **4. Networking and partnership building**

- Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders and global partners/allies/donors/academia through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on ECD programs.
- Prepare communication and information materials for ECD program advocacy to promote awareness, establish partnership/alliances and promote increased investments in ECD programs and projects.
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on ECD related issues to collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of programs/projects ensuring organizational position's, interests and priorities on ECD are fully considered and integrated in the UNDAF process in development planning and agenda setting including emergency preparedness.

### **5. Innovation, knowledge management and capacity building**

- Apply/introduce innovative approaches and good practices to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable program results on ECD.
- Keep abreast, research, benchmark and implement best practices on early childhood development. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable ECD programs and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on ECD related programs/projects.

## **IV. Impact of Results**

The strategic and effective advocacy, planning and formulation of holistic ECD programs/projects

and the achievement of concrete and sustainable results from ECD programs contribute to achievement of UNICEF goals for early and essential protection of children from the early stages of their life and promote/protect their rights to survival, development and well being in society. Achievements in programs and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide program services for mothers and children that promotes greater social equality in the country.

**V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)**

<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>▪ Commitment</li> <li>▪ Diversity and inclusion</li> <li>▪ Integrity</li> </ul> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>▪ Communication (II)</li> <li>▪ Working with people (II)</li> <li>▪ Drive for results (II)</li> </ul>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>▪ Leading and supervising (I)</li> <li>▪ Formulating strategies and concepts (II)</li> <li>▪ Analyzing (III)</li> <li>▪ Relating and networking (II)</li> <li>▪ Deciding and Initiating action (II)</li> <li>▪ Applying technical expertise (III)</li> </ul>
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**VI. Recruitment Qualifications**

Education:	An Advanced University Degree in education, public administration/health, nutrition, economics, psychology, sociology, human development, child development, family studies or other social science field is required.
Experience:	A minimum of 5 years of professional experience in social development planning and management in early childhood development related areas at the international level some of which preferably were served in a developing country is required. Relevant experience in early childhood development related areas, program/project development and management in a UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset