

**Syria Country Office  
Temporary Appointment  
Terms of Reference**

<b>Title</b>	Programme Officer (PEA)	<b>Level</b>	NO-B
<b>Supervisor's title</b>	Programme Specialist (PEA)	<b>Supervisor's Level</b>	P-4
<b>Contract duration</b>	364 days	<b>Expected start date</b>	1 March 2025

<b>Child Safeguarding</b>	
Is this project/ assignment considered as " <u>Elevated Risk Role</u> " from a child safeguarding perspective?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, check all that apply</i>	
<b>Direct Contact Role</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:	
50%	
<b>Child Data Role</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):	
50%	
More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>	

<b>Background</b>
<p>UNICEF Syria was established in 1970 and has been working with partners to help empower children to fully claim and enjoy their rights under the Convention on the Rights of the Child.</p> <p>UNICEF works with partners across Syria to deliver supplies, services, and expertise in areas of Child Protection, Education, Health, Nutrition, Water, Hygiene and Sanitation for every child. UNICEF also provides humanitarian assistance when needed.</p> <p>Syria continues to face one of the most complex emergencies in the world. Unprecedented humanitarian needs are compounded by displacement inside the country and across its borders, extensive destruction of civilian and social services infrastructure, devastating impacts on the economy, and most importantly, the breakdown of the social fabric that stitched the country together for decades.</p> <p>Today, 90% of people in Syria live in poverty, most are unable to make ends meet or bring food to the table. Families have had their resources depleted, with limited employment opportunities, skyrocketing prices, and shortage of basic supplies. For most people, the current socio-economic challenges represent some of the harshest and most challenging circumstances they have faced since the beginning of the crisis 11 years ago.</p> <p>In 2024, 16.7 million people need humanitarian assistance. This is the highest number of people in need ever recorded in Syria since 2011. The education sector identifies 7.2 million children and education personnel in need of assistance. This is largely due the ongoing conflict, continued displacements, the</p>

unprecedented economic crisis, and deepening poverty. The impact of the earthquakes in 2023 and the hike in price of commodities triggered by the overall global economic situation and the impact of sanctions are further compounding the dire situation.

For information of the work of our organization, please visit our website: [UNICEF Syria](#)

### **Purpose of the Job**

Under the guidance of the Programme Specialist (PEA), provide professional technical assistance and support for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of programme goals and objectives, prioritizing child safeguarding, prevention of exploitation and abused (PEA), and gender-based violence (GBV).

### **How can you make a difference?**

### **Key functions, accountabilities and related duties and tasks**

#### **KEY END-RESULTS EXPECTED**

1. Effective knowledge management and systems, information exchange and the development of training and orientation materials developed and deployed for strengthening of country programme management and activities, including community engagement, coordination with government authorities and interagency network coordination.
2. Situation Analysis prepared/ updated, critical programme intervention point/ measures identified, and programme work plans/ recommendations prepared and incorporated. Programme reports prepared as required.
3. Programme funds optimally used.
4. Programme monitoring, and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared. Including data management and confidentiality of the information.
5. Rights-based and results-based programming approach fully incorporated into all phases of programme and projects processes, including coordination with the team to conduct programme related needs assessment are aligned with standards and requirements as per UNICEF PEA Implementing Partners Procedures and the UN Protocol.
6. Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates. This will include strengthening coordination with Accountability to Affected Populations (AAP), and Social and Behavior Change (SBC) teams.
8. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking.

#### **KEY ACCOUNTABILITIES and DUTIES & TASKS**

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

### **1. Knowledge Management for Programmes**

Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance.

Participate in the preparation of, and making professional contribution to, the preparation of programme reports required for the management.

### **2. Programme Development and Management**

Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyze country level socio-political-economic trends and their implications for ongoing programmes and projects.

Draft or prepare programme work plans as required.

Propose adjustments/ changes in work plans.

Propose programme recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor.

### **3. Optimum Use Of Programme Funds Monitors programme implementation progress and compliance.**

Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated.

Takes appropriate recommendations or actions to optimize use of programme funds.

### **4. Programme Monitoring and Evaluations Undertakes field visits to monitor and assess programme implementation and recommends on required corrective action.**

Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in with the guidance of the supervisor, and in consultation with others to improve efficiency and quality of programme delivery.

With the approval of the supervisor, the staff may participate in annual sector review meetings with government counterparts.

Collaborate and prepare annual programme status reports in a timely manner, as required.

### **5. Rights-Based and Results-Based Programme Management Approach Support a rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks.**

Collaborate with partners and assist in the strengthening of quality child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects.

Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.

Provide professional technical assistance in preparing viable recommendations on project implementation, alternative approaches, new initiatives and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.

**6. National and Local Capacity Building/ Sustainability Provide government authorities with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.**

Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous support, coordination and collaboration for sustainability.

**7. Rights Perspective and Advocacy at the National, Community and Family Levels Analyze programme related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates.**

Promote the organization goals of UNICEF through active advocacy and communication.

**8. Partnership, Coordination and Collaboration.**

Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies.

Establish and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavors and to coordinate financial and supply management requirements and accountability.

Review allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).

Provide professional support in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF programme.

**To qualify as an advocate for every child you will have**

<b>Education</b>	A university degree (Bachelor or higher) in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, English or another relevant technical field.
<b>Work Experience</b>	A minimum of two (2) years of relevant continuous professional work experience is required, preferably in child safeguarding, gender-based violence (GBV), protection from exploitation and abuse (PSEA), and related areas. Background/ familiarity with emergency is considered as an asset. Experience working in a developing country is considered as an asset. Experience in both development and humanitarian contexts is an added advantage. Field work experience will be considered an asset. Experience in the UN/UNICEF or humanitarian organization will be considered an asset.
<b>Languages</b>	Fluency in English and Arabic is required. Knowledge of other local languages will be considered an asset.

<b>Desired Technical Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Methodology of programme/project management</li> <li>• Knowledge of global human rights issues, specifically relating to children and women.</li> <li>• Emergency programme policies, goals, strategies, and approaches.</li> <li>• Gender equality and diversity awareness</li> </ul>		
<b>For every Child, you demonstrate ...</b>			
<p>Core values of care, respect, integrity, trust, accountability, and sustainability.</p> <p>UNICEF competencies in building and maintains partnerships, demonstrates self-awareness and ethical awareness, drive to achieve results for impact, innovates and embraces change, manages ambiguity and complexity, thinks, and acts strategically, and works collaboratively with others.</p>			
<b>Approved by</b>			
<b>Head of Office</b>			
Name:		Signature:	
Title:		Date:	