



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE**

I. Post Information

Job Title: C4D Officer - Training
Position Number:
Supervisor Title/ Level: C4D Specialist – P3
Organizational Unit: PD / Health / Polio
Post Location: New York HQ
Category (DE/GRP):

Job Level: P3
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

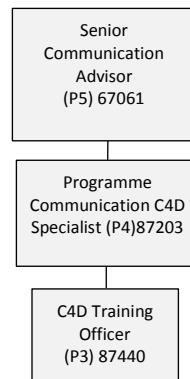
II. Organizational Context and Purpose for the job

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.

The Global Polio Eradication Initiative (GPEI) is the largest public health initiative in history and has achieved 99% reduction of polio cases since the World Health Assembly declared eradication a global health goal in 1988.

As a key partner in the effort to eradicate Polio, UNICEF has the lead role in communicating to families and communities about the importance of taking the oral polio vaccine to prevent polio. More than ever the importance of the frontline health workers and social mobilizers is critical.

Job organizational context *(Please describe the section's structure and the location of this position and the supervisor's position) :*



Under the guidance of the Senior Communication Manager, the direct supervision of the C4D Training Officer and in collaboration with polio eradication partners and government programme officers, the Training Officer works in close collaboration with UNICEF regions and country offices to ensure optimum training and capacity building activities and support.

Purpose for the job *(Please outline the overall responsibility of this position)*

The Training Officer will be responsible for providing expertise in adult learning, curriculum development and learning tools to improve the capacity, effectiveness of UNICEF-supported staff to respond to polio outbreaks, as well as providing support and tools to the cadre of frontline workers in polio-affected countries.

UNICEF is seeking training experts in communication and social mobilization who are passionate about making a lasting difference for children and contributing to the end of polio and the overall improvement of child health globally.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe **how** they are delivered. Please limit to four to seven accountabilities)*

Summary of results-based key functions/accountabilities:

- 1. Supports the development and professionalization of training for all frontline workers in the GPEI** focusing on achievement of the following results:

Assessments and Strategic Guidance

- Guide the development and implementation of learning needs assessments of front line communication workers, including design of research methodologies and oversight of data collection and analysis required to inform the design and assess the impact of the capacity development strategy.
- Coordinate and support the development of an appropriate global capacity development strategy for frontline workers, including developing appropriate content, modules and methodologies for a communication, social mobilization, advocacy and media skills, and other areas according to the needs of the programme.
- Lead the systematic implementation and roll-out of training activities identified in the capacity development strategy.
- Provide technical support to partners and government counterparts in the development of appropriate training methodologies aimed at all frontline workers in polio eradication and routine immunization programmes.

2. Supports the development and professionalization of training curriculum and tools for the GPEI focusing on achievement of the following results:

- ❑ *Collect, collate and summarize training materials available at global, regional and country levels for communication, social mobilization and front line worker performance (i.e. interpersonal communication skills development).*
- ❑ *Finalize training programmes and materials at global level that address the needs identified in the learning assessment. Based on this, develop and finalize global standard training and capacity building tools to support social mobilization and frontline worker training at country level.*
- ❑ *Provide technical support for existing outbreak and country office support tools, including the online toolkit, global curriculum.*
- ❑ *Support field testing and distribution of all relevant tools and curricula.*

3. Supports UNICEF and the GPEI in providing training and capacity building guidance for outbreaks and legacy:

- ❑ *Coordinate the implementation of alternative capacity development initiatives, which could include elements beyond trainings, such as mentorship, coaching, stretch assignments, etc. and ensure there are mechanisms in place to recognize talent, capture innovations, and scale up high performance among the front line communication and social mobilization workforce.*
- ❑ *Document and prepare a transition strategy of polio assets in training and capacity building as part of the GPEI legacy strategy.*
- ❑ *Serve as a resource person for the Outbreak Preparedness and Response Task Team and trainer for Outbreak SOP training*
- ❑ *Support UNICEF polio team's capacity building programmes including STOP training, and partnerships with academic institutions.*
- ❑ *Supports country offices in their assessment and planning for the transition of polio training and capacity building assets to other UNICEF programmes and health priorities.*

4. Supports the measurement of training efficacy to show training impact through the 2016-2018 Strategic plans focusing on achievement of the following results:

- ❑ *Develop a monitoring and evaluation framework, including relevant indicators to highlight the impact of training on successful polio vaccination campaigns.*
- ❑ *Develop and support the creation and adoption of related tools and resources to measure success and support evidence-based planning on training.*

IV. Impact of Results (Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)

The key results identified will have an impact on the creation of an effective learning and capacity building strategy for both improved performance of frontline workers and for building capacity of existing and future polio C4D staff. In particular, this investment in training and tools contribute to the GPEI legacy planning to ensure no lessons, tools or resources are unnecessarily lost as polio nears eradication.

V. Competencies and level of proficiency required (based on UNICEF Competency Profiles per level and functional area select top 5 functional competencies)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication ▪ Working with people ▪ Drive for results 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Formulating Strategies and Concepts ▪ Relating and Networking ▪ Applying Technical Expertise ▪ Planning and Organizing ▪ Coping with Pressure and Setbacks
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VI. Recruitment Qualifications	
Education:	Advanced university degree in the social/behavioural sciences (Sociology, Anthropology, Psychology, Health Education) Fluency in English and knowledge of another UN language
Experience:	<ul style="list-style-type: none"> • Experience or educational focus on participatory training, adult learning • Technical knowledge methodologies and process/outcome evaluation of capacity building interventions. • Knowledge about communication interventions for polio eradication and routine immunization • 5 years of solid experience in C4D planning, implementation and evaluation across different cultural contexts, with at least 3 years in developing countries • Proven successful experience in strategic communication processes for behaviour change and development • Proven successful experience developing large-scale interventions for behaviour change/ development • Experience in inter-disciplinary approaches in strategic communication with knowledge of UN and/or UNICEF's work in health and polio eradication
Language Requirements:	Fluency in English. Knowledge of another UN language, in particular French or Arabic, would be considered an asset.

VII. Signatures- Job Description Certification		
Name:	Signature	Date
Title: (Supervisor)		
Name	Signature	Date
Title: Section Chief		
Name	Signature	Date
Title: Head of Office		

REQUEST FOR USE OF A SPECIFIC JOB DESCRIPTION

A specific JD is considered as one for which there is not a Generic Job Profile

FOR COMPLETION BY REQUESTING DEPARTMENT					
Post/Case No:	Establishment of a New Post: <input type="checkbox"/>	Downgrade/Upgrade of an existing post: <input type="checkbox"/>	Change in Title of an Existing Post: <input type="checkbox"/>	Change in Reporting Line of an Existing Post: <input type="checkbox"/>	JD not classified for over five years: <input type="checkbox"/>
Division/Field Office:		Official Title:			Proposed Grade:
Office:		Organizational Title Request:			
Section:					
Unit:			Duty Station:		
<i>(Please attach Departmental organizational chart clearly identifying the post, its reporting relationship and any supervisory responsibilities if applicable)</i>					

<p>Justification for Specific Job Description: Programme Division/Division of Data Research and Policy does not have defined generic job descriptions at the moment (this is standard text)</p>

There is a valid management need for this unique JD:				
	Title	Name	Signature	Date
Supervisor:				
Head of Office:				

FOR COMPLETION BY DHR ONLY		
Approval of Specific Job Description:		
APPROVED: <input type="checkbox"/>	NOT APPROVED: <input type="checkbox"/>	
HR Officer	Signature	Date:
Comments:		