

## **VACANCY NOTICE**

Deadline for submitting applications reviewed: **FRIDAY 13 November 2015**

**POST:** Social Policy Specialist, grade NOC, based in Sao Tome.

### **THE OFFICE OF THE UNITED NATIONS FUND FOR CHILDREN (UNICEF) IN SAO TOME**

#### **Is looking for a Social Policy Specialist**

Duration of the contract: One year renewable (from January 2016)

Remuneration: NOC level based on the United Nations' Salary scale in Sao Tome

#### **Principal tasks:**

Within the delegated authority and under the supervision of the Deputy Representative, the incumbent will be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

#### **1. Social policy dialogue and programme development**

Participates in social policy dialogue and development with the Government, engages in and establishes constructive dialogue and partnerships between international and local stakeholders to support the development of social policies and programmes contributing to the progressive realization of children's rights and strengthening of implementation and monitoring mechanisms at all levels of society, and ensures that the services reach out in innovative, effective ways to those most vulnerable pockets of children and families that have been previously left out.

Promotes the advocacy for juvenile justice reform, supports child rights-based reviews of national, provincial and local legislation, in close consultation with community-level structures and supports the health and education sectors and the social welfare system for children.

#### **2. Monitoring state budget resources**

Monitors and updates current information on state budgeting and spending patterns for social programmes and decentralization status of social services on an on-going basis to support advocacy for greater public resources and budget allocation for social development, the prioritization of resource allocation for children, and universal coverage of essential services for children, to ensure that they reflect the best interest of children.

#### **3. Sustainable decentralization and capacity building**

Where the national decentralization process is taking place, collaborates with the central and local authorities to assist in planning, policy discussion and service delivery closely responding to the needs of local communities.

Provides on-going support in making decentralization sustainable through adequate local support while keeping decentralized services both accessible and effective.

Collaborates with the central and local authorities to strengthen community-based capacity on quality data collection, analysis for policy development, planning, implementation, coordination, monitoring of social policy and programmes.

Develops programme plans of action for children at provincial and district/municipality levels; strengthens coordination between sectors and between different levels of government structures for policy implementation.

#### **4. Data collection, analysis and results-based approach**

Collects systematically qualitative data for the sound and up-to-date assessment of the situation of children and women to provide the base-lines for result-based decisions on interventions and evaluations. Develops information systems for monitoring child rights indicators, with emphasis on community and child participation.

Provides timely, regular data-driven analysis for effective prioritization, planning, and development; facilitates results-based management for planning, adjusting, and scaling-up specific social policy initiatives. Support maintenance of information system for monitoring gender/sex disaggregated data.

Analyzes the macroeconomic context of social policy programmes and its impact on social development,

emerging issues and social policy concerns, as well as implications for children, and proposes and promotes appropriate responses in respect of such issues and concerns, including government resource allocation policies and the effect of social welfare policies on the rights of children.

## 5. Advocacy and communication

Promotes and raises awareness on children's rights with both the general public and with policy makers, utilizing effective information dissemination, mass media campaign, special events, and other means, to ensure local buy-in, commitment, and continued relevance of UNICEF programming. Highlight interventions to attain social policy goals which are designed to reduce gender inequalities.

## 6. Partnerships

Establishes effective partnerships with the Government, bilateral and multilateral donors, NGOs, civil society and local leaders, the private sector, and other UN agencies to support sustained and proactive commitment to the Convention of the Rights of the Child and to achieve global UN agendas such as the Millennium Development Goals and the World Fit for Children (WFFC) agenda.

Identifies other critical partners, promotes awareness and builds capacity of partners, and actively facilitates effective collaboration within the UN family.

## 7. UNICEF Programme Management

Supports and contributes to effective and efficient planning, management, coordination, monitoring and evaluation of the country programme.

Ensures that the social planning project enhances policy dialogue, planning, supervision, technical advice, management, training, research and support; and that the monitoring and evaluation component strengthens monitoring and evaluation of the social sectors and provides support to sectoral and decentralized information systems.

### Requirements:

- National of Sao Tome and Principe

#### 1. Education

- Advanced university degree in Social Sciences, International Relations, Political Science, International Finance, public relations, media, communication, or other relevant disciplines.

#### 2. Work Experience

- Five years of relevant professional work experience.
- Field work experience
- Background/familiarity with Emergency.

#### 3. Language Proficiency : Fluency in English and Portuguese (local working language of the duty station)

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Qualified candidates are requested to submit a cover letter, CV and Personal History Form (P-11 form) to be downloaded from the website [http://www.unicef.org/about/employ/index\\_53129.html](http://www.unicef.org/about/employ/index_53129.html), on or before **FRIDAY 13 November 2015** with the mention "Social Policy Specialist" to the following addresses: [rbalanda@unicef.org](mailto:rbalanda@unicef.org) and [ajaureguibeitia@unicef.org](mailto:ajaureguibeitia@unicef.org)

Or to: UNICEF São Tome and Príncipe Office, Prédio das Nações Unidas, 2 Andar / São Tome.

Female candidates are strongly encouraged to apply  
UNICEF is a non-smoking environment

