



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



### **Training and Learning Plan**

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year.

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Cross-sectoral learning opportunities with other programs and partners, including emerging issues in the country.
- ✓ Participation in activities that are high priorities for the global and national nutrition communities, including areas such as the Sustainable Development Goals and Indonesia Health Transformation (Integrated Primary Health Care Services).
- ✓ The JPO will work directly with their supervisor to craft and annual individual development plan, identifying specific opportunities and courses targeted to the JPOs individual development needs and interests.
- ✓ Each year, through its Staff Development Committee, the UNICEF Indonesia Country Office conducts a consultative office wide process to compile an annual Staff Development Plan, identifying a series of learning and development opportunities (such as workshops, trainings, etc.) that are available to all staff in the office, including the JPO.

### **Career prospects and potential for retention:**

- ✓ The Nutrition function is in high demand across UNICEF globally, with international vacancies often arising in this job family. The JPO will gain valuable experience and connections within a large UNICEF Country Office setting, making them more competitive to apply for UNICEF international vacancies in the future.
- ✓ The UNICEF Indonesia HR Manager and HR team are available to provide career counselling and support to JPOs to identify opportunities and understand options when planning their transition after this JPO assignment.

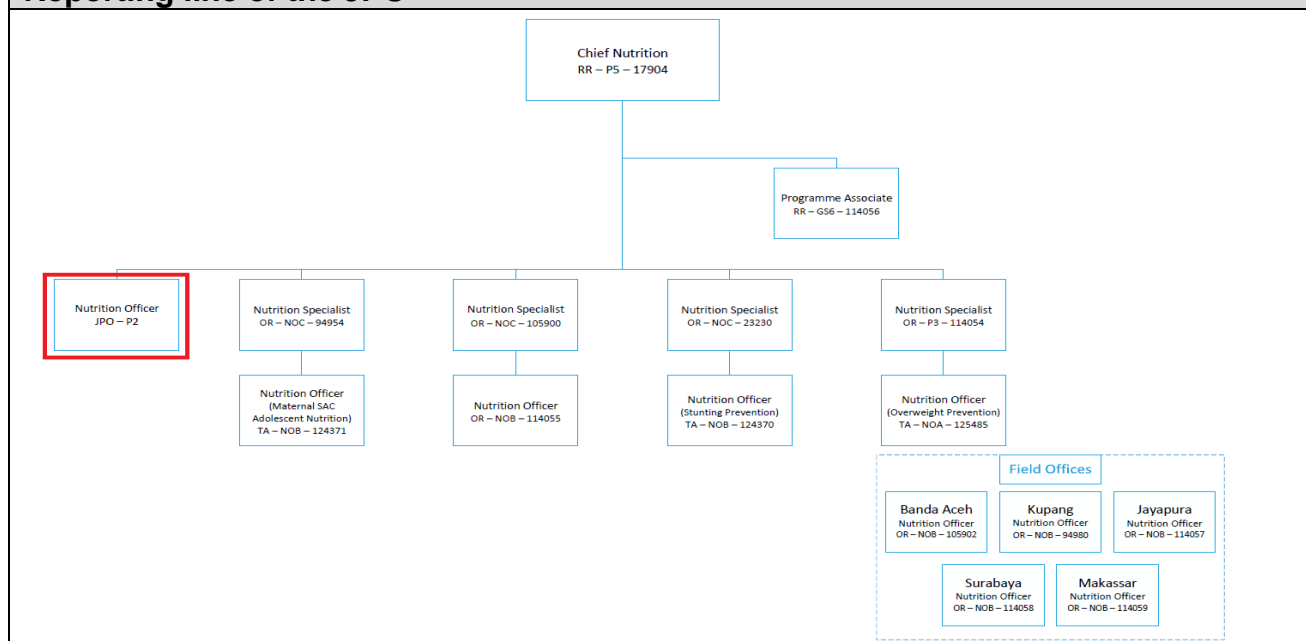
### **Supervisor's experience in coaching and development of young professionals:**

- ✓ The supervisor of the post, Chief of Nutrition has been working with UNICEF continuously since 2012 as Chief Nutrition (P4) in Mauritania, Chad and Malawi Country Offices and promoted as Chief of Nutrition in

<p>Indonesia (P5) since July 2023. Prior to that, he had various supervisory experiences in managing projects in Niger, Mali, Burundi, DR Congo, Senegal, Sierra Leone, and Iraq. Currently he is leading a team of 14 Nutrition staff in various Field Offices in Indonesia. Overall, he has 24 years of experience in Nutrition sector, and will provide hands-on coaching and career guidance to the JPO.</p>	
<b>Information and living condition of Duty station: [For Field Office locations only]</b>	
General Information	<p>Jakarta, the vibrant capital of Indonesia, offers expatriates a dynamic living experience with a blend of modern amenities and rich cultural diversity. The city's tropical climate features warm temperatures year-round, with a rainy season from November to March.</p> <p>Accommodation options range from modern apartments to houses in well-secured communities, with rents varying widely. While the overall cost of living can be moderate to high, particularly for imported goods and quality housing, Jakarta remains relatively affordable compared to other major Asian cities.</p> <p>The metropolis boasts many healthcare facilities, including international hospitals, and a wide variety of international schools. A robust public transport system, including buses, TransJakarta, and trains, operates alongside popular ride-hailing services. Nevertheless, air pollution, heavy traffic and urban congestion remain challenging.</p> <p>Jakarta's vibrant culinary scene, numerous shopping malls, and diverse expatriate community contribute to its appeal. The UNICEF Indonesia office, located in the central business district, provides a multicultural work environment. While basic Bahasa Indonesia knowledge is helpful, English is widely used in professional settings.</p> <p>JPOs can expect support with visas, housing, language and cultural adaptation, making Jakarta an attractive post for professional growth despite its urban challenges. Additionally, Jakarta is well connected to the world through its international airports.</p> <p>Indonesia offers exciting opportunities for travel and cultural immersion. The archipelago consists of 17,000 islands and stretches across three-time zones. Because of its location and geology, Indonesia has diverse landscape, from fertile rice lands on Java and Bali to rainforests of Sumatra, Kalimantan, and Sulawesi, to the savannah grasslands of the Nusa Tenggara Islands to snow-capped peaks of West Papua. The country contains a diverse ecological environment of plants and wildlife. Additionally, Indonesia is a richly diverse country, encompassing a range of ethnicities, languages and religions.</p>
Security	<p>Jakarta is generally a very safe city for foreigners to live and work in, although petty crimes like pickpocketing and credit card fraud can occasionally occur. There are no specific restrictions for women, and it is generally safe to travel at night.</p> <p>The overall security situation across Indonesia remains clam and conducive to UN personnel, dependents, and operations. Nevertheless, there are some limited areas in the Highlands of Papua which may be volatile, and restrictions apply to UN missions to these areas due to security concerns.</p> <p>Located on the Pacific Ring of Fire, an area with high tectonic activity, Indonesia is at risk for multiple hazards including flooding, earthquakes, landslides, and tsunamis. Natural hazards are the most prevalent threat to Indonesia.</p>
Housing	<p>The city offers a range of living conditions from high-end apartments to more modest accommodations. It offers many long-term accommodation options, including boarding houses (kost), apartments, and houses, which can be furnished, fully serviced, or</p>

	<p>unfurnished. Prices vary based on location and type. Real estate agents are easily available and quite reliable, making the process of finding suitable accommodation smoother and more efficient. These real estate agents can be engaged to help the JPO identify, negotiate and finalize lease agreements with landlords. Most property owners will request a minimum of 1 year rental with payment in advance for the full year. Household help, such as for cooking, cleaning and childcare support is readily available and affordable.</p>
Schools & Childcare	<p>Good quality international schooling is readily available in Jakarta. There are about 65 International schools, with a range of curriculums and languages of instruction. Many of these also include a kindergarten and pre-school classes (sometimes even a nursery). Many UNICEF Indonesia staff have their children in various international schools and can share experiences and recommendations.</p> <p>Nannies (both live-in and live-out), including those with prior experience working with expatriate families, are readily available and affordable.</p>
Work for spouses & partners	<p>Work opportunities for spouses are limited but not impossible. Based on Indonesian Government visa regulations, eligible accompanying spouses of UNICEF staff may be issued residency permits only; and are not authorized to work. Nevertheless, should the spouse be hired by another organization in Indonesia, the spouse could apply for their own visa and work permit through the spouse's recruiting organization.</p> <p>The UNICEF East Asia and Pacific Regional office maintains a roster of spouse CVs which may be considered for any relevant consultancy opportunities arising within the region.</p> <p>Please be aware that the Indonesian Government does not issue dependent visas/residency permits to same-sex spouses, and a marriage certificate is required to support to request a visa for an accompanying spouse. The Indonesian government does not issue dependent visas or residency permits for partners who are not legally married. Visa options for such partners are limited to the Tourist Visa and Social-Cultural Visa, both of which have shorter validity periods, and must be organized personally</p>

## Reporting line of the JPO





## UNITED NATIONS CHILDREN'S FUND NUTRITION JOB PROFILE

### I. Post Information

Job Title: **Nutrition Officer**  
Supervisor Title/ Level: **Chief of Nutrition, P5**  
Organizational Unit: **Programme**  
Post Location: **Jakarta, Indonesia**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code:  
Functional Code: **NUT**  
Job Classification Level: **Level 2**

### 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.

#### **Strategic Context:**

UNICEF Indonesia has established itself as a leader and trusted government partner in the field of nutrition across the nation. As the leading organization in this crucial public health domain, UNICEF Indonesia leverages its global expertise and resources to support the Indonesian government's efforts to combat malnutrition among the most vulnerable populations, particularly children and pregnant women. This collaboration is part of a strategic context where UNICEF's role extends beyond mere assistance and moves towards an integrated partnership approach. Through these partnerships, UNICEF Indonesia facilitates the development and implementation of comprehensive nutrition programs, which include maternal nutrition, infant and young child feeding, and the strengthening of local health systems. The organization's commitment to enhancing nutrition aligns with the Sustainable Development Goals (SDGs) and focuses on both immediate interventions and long-term strategies to build resilience against nutritional challenges in Indonesia.

#### **Purpose for the job:**

Under the leadership of Indonesia's newly elected President, the country has renewed its commitment to addressing malnutrition through targeted interventions. The administration has launched initiatives focused on improving access to nutritious meals for school children, children under five, and pregnant women recognizing the crucial role of quality nutrition on optimal growth and development. These efforts aim to expand and enhance the existing Food Supplementation Program (Program Pemberian Makanan

Tambahan, PMT), with a focus on using locally sourced foods and implementing innovative nutritional strategies to combat malnutrition. However, concerns have emerged in recent years about the PMT's quality and consistency. Issues such as irregular supply chains, limited food variety, and occasional lapses in food safety have hindered the program's effectiveness. These challenges have underscored the urgent need to strengthen quality assurance measures. The new initiatives under the current administration aim not only to extend the reach of the PMT but also to improve its quality. This includes ensuring that the nutritional content of food supplements is scientifically aligned with beneficiaries' needs, that supply chains are reliable, and that all aspects of the program are regularly evaluated for both efficacy and safety. This commitment to quality improvement is critical to achieving the program's objectives of reducing malnutrition and promoting healthier future generations.

Under the leadership of the Chief, Nutrition, the Nutrition Officer will enhance the maternal and child nutrition program by focusing on improving the food supplementation program. Their role includes ensuring supplements meet scientific nutritional standards, optimizing distribution to ensure timely access, especially in remote areas, and maintaining high safety and quality standards. They will also evaluate the program's effectiveness, engage the community through education, and train local health workers to ensure sustained impact on maternal and child health in Indonesia.

This position offers a unique opportunity to contribute to the design, implementation and monitoring of nationwide school nutrition programme as well food supplementation for pregnant women and children under five years. The incumbent will have the opportunity to learn about the programme development and identify critical issues that can affect programme results. This will be a learning opportunity in the area of public health nutrition and provide a strong technical capacity for career development with UNICEF and beyond. As the programme is among the President Quick win, UNICEF has position itself as the main partner providing technical assistance to the Government of Indonesia. This provides a unique opportunity for the potential candidate to access to job opportunity when the programme will expand across Indonesia.

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

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

- 1. Support to programme development and planning**
  - 2. Programme management, monitoring and delivery of results**
  - 3. Technical and operational support to programme implementation**
  - 4. Networking and partnership building**
- Innovation, knowledge management and capacity building**

#### **1. Support to programme development and planning**

- Conduct and update the situation analysis for the programme sector(s) for the development, design and management of maternal and child nutrition related programmes, including food supplementation programme. Research and report on development trends (e.g. political social, economic, nutrition, health) for higher management use to enhance programme management, efficiency and delivery of results.
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning, through analysis of nutrition needs and areas for intervention, and submission of recommendations for priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical programme transactions; preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM), and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

#### **2. Programme management, monitoring and delivery of results.**

<ul style="list-style-type: none"> <li>▪ Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues. Provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision-making. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.</li> <li>▪ Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess programmes/projects and to report on required action and interventions at the higher level of programme management.</li> <li>▪ Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocation, goals, organizational rules, regulations/procedures, donor commitments, standards of accountability, and integrity. Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.</li> <li>▪ Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.</li> </ul>
<p><b>3. Technical and operational support to programme implementation</b></p> <ul style="list-style-type: none"> <li>▪ Conduct regular programme field visits and surveys, and exchange information with partners and stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.</li> <li>▪ Provide technical and operational support to government counterparts, NGO partners, DUNCNN (Donor and UN) partners, and other partners on the application and understanding of UNICEF policies, strategies, processes, and best practices on nutrition-related issues to support programme implementation, operations and delivery of results.</li> </ul>
<p><b>4. Networking and partnership building</b></p> <ul style="list-style-type: none"> <li>• Build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as social justice and equity.</li> <li>• Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.</li> <li>▪ Participate in appropriate inter-agency (UNCT) meetings and events on programming to collaborate with inter-agency partners and colleagues on UNSCDF operational planning and preparation of nutrition programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNSCDF development and planning process.</li> <li>▪ Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.</li> </ul>
<p><b>5. Innovation, knowledge management and capacity building</b></p> <ul style="list-style-type: none"> <li>▪ Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.</li> <li>▪ Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.</li> <li>• Research, benchmark and report on best and cutting edge practices for development planning of knowledge products and systems.</li> <li>• Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.</li> </ul>
<p><b>IV. Impact of Results</b></p> <p>The effective and efficient support offered by the Nutrition Officer in preparing, planning, and implementing nutrition programs is crucial for achieving sustainable improvements in the health and well-being of children in Indonesia. The expertise provided ensures that these programs are not only well-designed but also strategically</p>

implemented, maximizing the impact of nutritional interventions. This leads to significant and lasting health benefits for children, which is vital for their development and long-term health. By enhancing these outcomes, the Nutrition Officer contributes to the broader goal of building healthier communities and reducing the prevalence of malnutrition and related health issues across the nation.

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### ii) Core Competencies (For Staff without Supervisory Responsibilities) \*

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

## VI. Recruitment Qualifications

Education:	<p>A first level degree in nutrition or related field including Medicine, Public Health, Global/International Health, Health Policy &amp; Management, Family Health, Health Research, Socio-medical Sciences, Epidemiology, a field relevant to international public health development assistance.</p> <p>An advanced degree in any of the above fields is considered as an asset.</p>
Experience:	<p>Minimum two years of professional work experience in public health, international development or related field.</p> <p>Relevant experience working in an international context is considered as an asset.</p>
Language Requirements:	<p>Fluency in English is required.</p> <p>Knowledge of another official UN language or a local language is an asset.</p>