



## 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, Career Counselling and Career transition programmes.
- ✓ Encourage field mission and/or stretch assignment during and after the 2<sup>nd</sup> year.
- ✓ In addition to the global training and learning opportunities, the JPO will benefit from specific learning experiences in the Supply Unit at the Indonesia Country Office. These opportunities will be tailored to enhance the JPO's competencies in supply chain management, procurement processes, and emergency response supply needs, among other critical areas.
- ✓ 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. Additionally, the JPO will work directly with their supervisor to craft and annual individual development plan, identifying specific opportunities and courses targeted for the JPOs individual development needs.

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

- ✓ The Operations and Supply functions is in high demand across UNICEF globally, with international vacancies regularly arising in this job family. The JPO will gain valuable experience and professional

connections within a large UNICEF Country Office setting, helping them to become more competitive to apply for UNICEF international positions in the future.

- ✓ On-the-Job Training: The JPO will gain valuable hands-on experience in a UNICEF Supply Unit, working closely with experienced professionals to understand the intricacies of supply chain operations.
- ✓ Project Management: The JPO will have opportunities to lead and manage specific projects, thereby developing project management and leadership skills.
- ✓ Cross-Functional Collaboration: The JPO will engagement with various departments to gain a holistic understanding of UNICEF's operations and enhance collaborative skills.
- ✓ 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:***

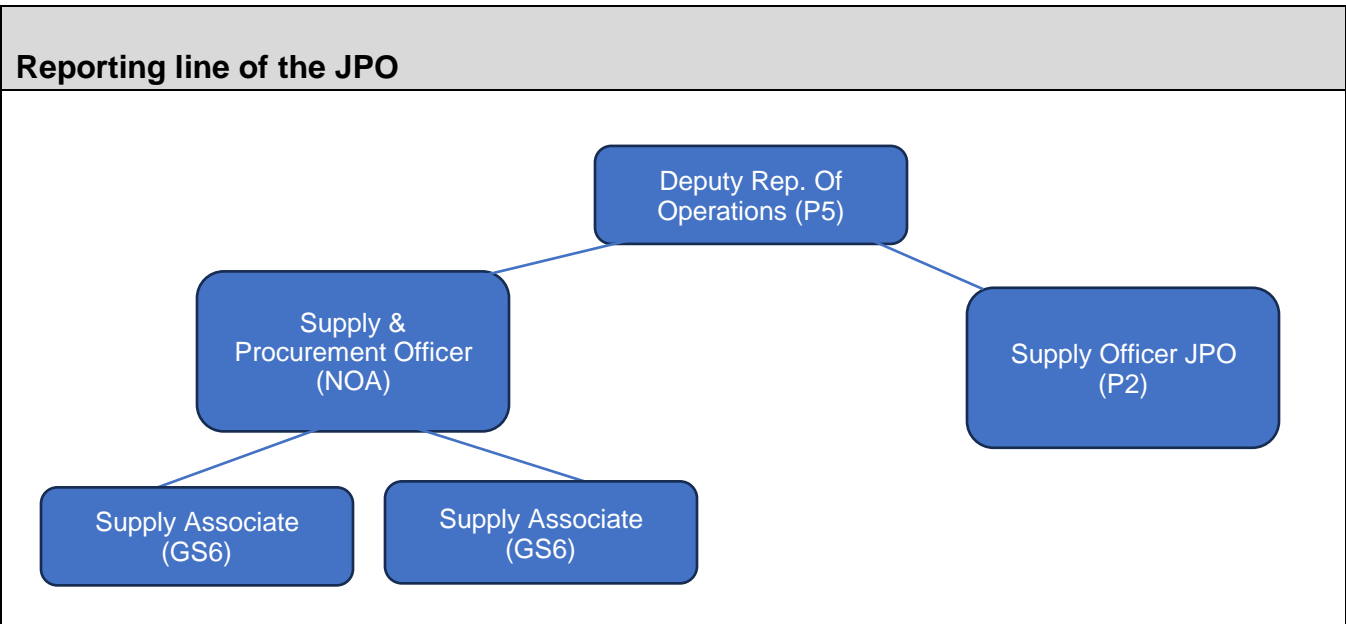
- ✓ The JPO will benefit from the extensive experience of the supervisor (Deputy Representative Operations) and the team members of Supply Unit in coaching and developing professionals. The supervisor has a proven track record of mentoring talent, fostering a supportive learning environment, and providing tailored guidance to help colleagues reach their full potential.
- ✓ Through one-on-one coaching, the supervisor will work closely with the JPO to identify his/her strengths, address any gaps, and set meaningful goals for his/her professional development.
- ✓ The supervisor is committed to fostering a constructive, learning-focused environment that encourages innovation, collaboration, and continuous improvement. We are committed to ensuring that the JPO receives a well-rounded and enriching experience that not only enhances their skills but also aligns with his/her career aspirations and the strategic needs of UNICEF.

**Information and living condition of Duty station: [For Filed Office locations only]**

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,</p>
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	<p>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 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</p>

	<p>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 spouses 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>
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**UNITED NATIONS CHILDREN'S FUND**  
**SPECIFIC JOB PROFILE**

**I. Post Information**

Job Title: **JPO Supply/Procurement Officer**  
Supervisor Title/ Level: **Deputy**  
**Representative, Operations/ P5**  
Organizational Unit: **Operations/Supply**  
Post Location: **Jakarta, Indonesia**

Job Level: **P2**  
Job Profile No.:  
Job Classification Level: **Level 2**

**II. Strategic Office Context and purpose for the job**

**Strategic Office Context: Office Context and JPOs Contribution to the Organization:**

UNICEF Indonesia has been a steadfast partner to the government, working tirelessly to improve the lives of children through various programs spanning health, education, nutrition and protection. UNICEF has a long history of working with the Government, providing technical assistance and capacity building in procurement, supply chain management, and logistics. This cooperation has been instrumental in ensuring the availability of essential supplies such as vaccines, nutrition supplements (therapeutic nutrition products (RUTF and MMS)), and educational materials, especially in remote and underserved regions. As we embark on a new Country Programme from 2026 to 2030, the focus on supply and procurement has become pivotal to support the government at both strategic and technical levels.

The role of UNICEF Supply Unit is to enhance the government's capacity in managing efficient and transparent procurement processes and to respond to specific external and internal requests in a timely and cost-effective manner mainly those related to Private Sector Fundraising (PSFR) contracts.

The proposed JPO will be integral to this mission, working on key projects such as:

- Strategic Procurement Planning: Assisting in the development of comprehensive procurement strategies that align with national priorities.
- Supply Chain Optimization: Identifying bottlenecks and implementing solutions to improve the efficiency of supply chains.
- Capacity Building: Providing training and support to government officials to enhance their procurement skills and knowledge.

- **Monitoring and Evaluation:** Establishing robust systems to track and evaluate the effectiveness of procurement processes.

### **Office Context Overview:**

The UNICEF office in Jakarta operates within a dynamic and rapidly evolving environment, responding to the pressing needs of the country and addressing public health challenges with agility and innovation. As part of our dedicated Supply Unit, the JPO will have a unique opportunity to make a meaningful impact by enhancing processes and driving results. Working alongside a skilled and committed team, the JPO will contribute to UNICEF's strategic objectives by supporting programme sections, streamlining procurement systems, and ensuring the timely availability of critical supplies that improve the lives of children and communities across Indonesia. This role offers an exciting chance to bring fresh perspectives, develop innovative solutions, and support the team in achieving even greater efficiency and impact in delivering essential services.

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

The Junior Professional Officer (JPO) Supply Officer will play a pivotal and strategic role in fortifying the supply function within the UNICEF Jakarta office. This position is indispensable for advancing local production of critical products essential to our programmatic goals, such as Ready-to-Use Therapeutic Food (RUTF) and Multiple Micronutrient Supplements (MMS). In response to the escalating demand for local procurement of goods and services, the JPO will be a key driver in managing the increased workload with precision and efficiency.

The JPO will be entrusted with the crucial task of ensuring robust and streamlined supply chains that underpin our health and nutrition programs for children across Indonesia. This role encompasses analyzing intricate supply chain data and KPIs, fostering strong and collaborative working relationships with both regional and Supply Division supply teams, and championing the strengthening of supply chain systems in partnership with government entities.

Moreover, the JPO will bring a fresh influx of innovative solutions to enhance our operational processes, thereby boosting the overall effectiveness and resilience of our supply unit.

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

- Analyze supply dashboards, key performance indicators, and supply data from multiple systems, identifying root causes of supply chain bottlenecks. Use insights to drive improvements and ensure efficient, effective supply chains that meet the needs of children.
- Collaborate with the National Supply & Procurement Officer to foster collaboration and working relationships with Regional Chiefs of Supply and the Supply Division, ensuring alignment with global and regional strategies for supply chain management as well as ensuring that UNICEF's supply chain initiatives are well-coordinated at both regional and global levels.
- Together with the National Supply & Procurement Officer, lead efforts to strengthen supply chain systems with government partners, leveraging procurement services to create efficient, sustainable supply chains that benefit children.

- Contribute to the promotion of supply chain strengthening and change management initiatives with governments and key partners, supporting efforts to build efficient and reliable supply chains for children's services.
- Provide support to the National Supply & Procurement Officer in managing increased workloads, ensuring the timely and effective delivery of essential supplies during peak demand periods.
- Provide support to the existing Supply Team to respond to the increased workload with precision and efficiency.

#### **IV. Impact of Results**

The Supply Officer's effective support of the supply team in managing the supply chain for UNICEF programmes in Indonesia, particularly in health and nutrition, as well as for the Government, plays a crucial role in achieving programmatic goals for children. This contributes to strengthening UNICEF's credibility as a responsible steward of funds and enhancing its reputation as a competent organization that delivers cost-effective and sustainable results for children.

#### **V. Competencies and level of proficiency required**

##### **i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

##### **ii) Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> <li>• A first level degree in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health or related social science field.</li> <li>• Aan advanced degree in one of the above-mentioned subject matters would be considered an asset.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of two (2) years of relevant experience, at the national and international levels, in supply, logistics, administration and/or other directly related technical fields is required.</li> <li>• Experience in development and humanitarian related work settings is an asset.</li> <li>• Experience working in supply chain or health system strengthening is an asset.</li> <li>• Experience working in an emergency context is an asset.</li> </ul>
Language Requirements:	<p>Fluency in English is required.</p> <p>Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>