



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;
- ✓ 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:

- ✓ Online and in-person capacity building opportunities in the areas of communication and advocacy, as well as child rights.
- ✓ 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 Communications function is in high demand across UNICEF globally, with international vacancies regularly 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.

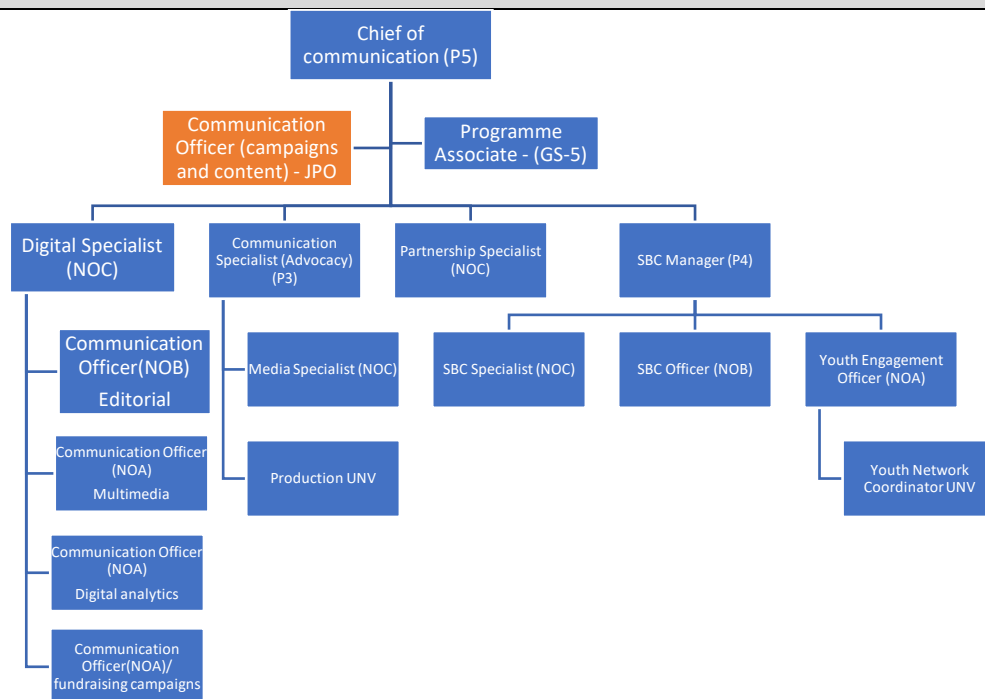
Supervisor's experience in coaching and development of young professionals:

- ✓ The supervisor/ Chief of Communication at P-5 level has started her UNICEF career as a JPO herself, and would be able to provide practical and hands on career guidance and advice to support the JPO in their career progression and growth opportunities and options

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, 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</p>

	expatriate families, are readily available and affordable
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 SPECIFIC JOB PROFILE

I. Post Information

Job Title: JPO- **Communication Officer**
 Supervisor Title/ Level: Chief of Communication, P-5, Post# 68364
 Organizational Unit: Communication and Advocacy
 Post Location: Jakarta (UNICEF)

Job Level: P-2
 Job Profile No.:
 Job Classification Level:

II. Strategic Office Context and purpose for the job

Strategic office context:

UNICEF's work is based on equity. It works to realize the rights for children – especially for the most deprived and excluded – as enshrined in the UN Convention on the Rights of the Child and articulated in Indonesia's National Medium-Term Development Plan. We support the Government to put children first and invest in children's survival, development and protection.

We assist our partners to monitor and measure progress against these rights via the child-focused Sustainable Development Goals, with an emphasis on the most vulnerable children. Our programme interventions are rights-based, cut across different sectors, respond to the specific needs of girls and boys and address the vulnerabilities and strengths of children in their first and second decades of life.

UNICEF has a strong on-the-ground presence in Indonesia, with seven regional and sub-regional offices. These are primarily in areas with the greatest disparities and service gaps. They complement our high-level policy and programme advice with practical support for planning, financing and service delivery, especially to advocate for quality, equity and sustainability.

This JPO position will play a central role in UNICEF's communication section as outlined below.

Purpose for the job:

Communication and Advocacy is an essential change strategy in UNICEF's programme and operations both globally and at country level. In Indonesia, an upper-middle income country, UNICEF's Communication Section plays a key role in public advocacy in support of the office's larger advocacy goals, as well as strategic positioning and brand-building, and social and behaviour change, in order to support the success of programmatic priorities, partnership goals, resource mobilization efforts, and overall organizational goals. In order to elevate UNICEF Indonesia's communication and public advocacy efforts, the Communication Section wishes to strengthen its public advocacy and campaign development efforts, strengthening storytelling targeted to various audiences, improving its audience-centered approach to communication, elevate the organization's thought-leadership, as well as partnerships communications including donor recognition and acknowledgement.

Under direct supervisor of the Chief of Communication, the JPO will be responsible for the following key functions/accountabilities:

1. Designing and implementing campaigns
2. High-quality content production in written format
3. Multimedia content production
4. Content planning and execution
5. Innovation and trend monitoring

More details are outlined in the below section.

III. Key functions, accountabilities and related duties/tasks:

1. **Designing and implementing campaigns:** Developing, managing, implementing and monitoring various public-facing flagship campaigns on child rights issues, while designing and proposing various ways to mobilize members of the public and supporters to elevate these campaigns and galvanize actions for children

2. **High-quality content production in written format:** To lead on developing high-quality contents and thought-leadership communication materials, including articles, press releases, human interest stories, social media contents, and advocacy publications through working closely with programme colleagues in Jakarta and field offices as well as through field missions to collect the materials.
3. **Multimedia content production:** Develop compelling and engaging multimedia contents in various formats including infographs, photo packages and videos to support public advocacy and strategic communication efforts. Ensure that UNICEF's multimedia databases are up to date with high quality multimedia content made available for use by internal and external stakeholders with full and accurate captions and information.
4. **Content planning and execution:** Lead on content production planning and coordination with various internal stakeholders including programme sections, senior management, partnership teams, as well as Field Offices.
5. **Innovation and trend monitoring:** Identify innovative and new communications/campaigning tactics and monitor national/regional/global communications trends and approaches to support the team in its effort to be the best-in-class in communicating for social causes.

IV. Impact of Results

- Increased public audience awareness and understanding of child rights, UNICEF's programmes and action for children, and audiences inspired to take action in support of child rights.
- Increased audience reach and engagement through UNICEF Indonesia's social media platforms.
- Up-to-date website content with accurate and compelling information available for UNICEF's audiences with increased traffic
- High visibility and impactful public campaigns rolled out, with various audiences mobilized and engaged in support of UNICEF's campaigns.
- New tactics and communications/content approaches are executed thereby ensuring that audiences continue to follow and engage UNICEF's platforms and invite new followers and audiences to follow our work.
- UNICEF is seen by our partners and stakeholders as a trusted organization to serve and advocate for child rights.

V. Competencies and level of proficiency required

i) Core Values

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

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 Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:

A first level university degree in one of the following fields is required: Communication, Journalism, Public Relations.

An advanced degree in one of the above subject areas would be an asset.

Experience:	<p>A minimum of two years of professional experience in one or more of the following areas in communication, journalism, external relations, public affairs, public relations or corporate communications, marketing, social marketing and campaigning, print, broadcast, and/or new media is required.</p> <p>Experience in advocacy and communications content writing and editing is required.</p> <p>Experience with Canva or other visual editing software for graphic design is required.</p> <p>Practical experience in campaign design and execution is an advantage.</p> <p>Multimedia production experience such as photography and video production are an advantage.</p>
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>