



UNITED NATIONS CHILDREN'S FUND JPO Request Form

[Please replace the above photo with a picture depicting the programme area or a picture of your office resize picture to pixel size 642X428]

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:

- ✓ Face-to-face training programmes on various topics (e.g. public financial management, social and behaviour change, programme planning and monitoring, research and evidence generation etc.)

Please also mention the following:

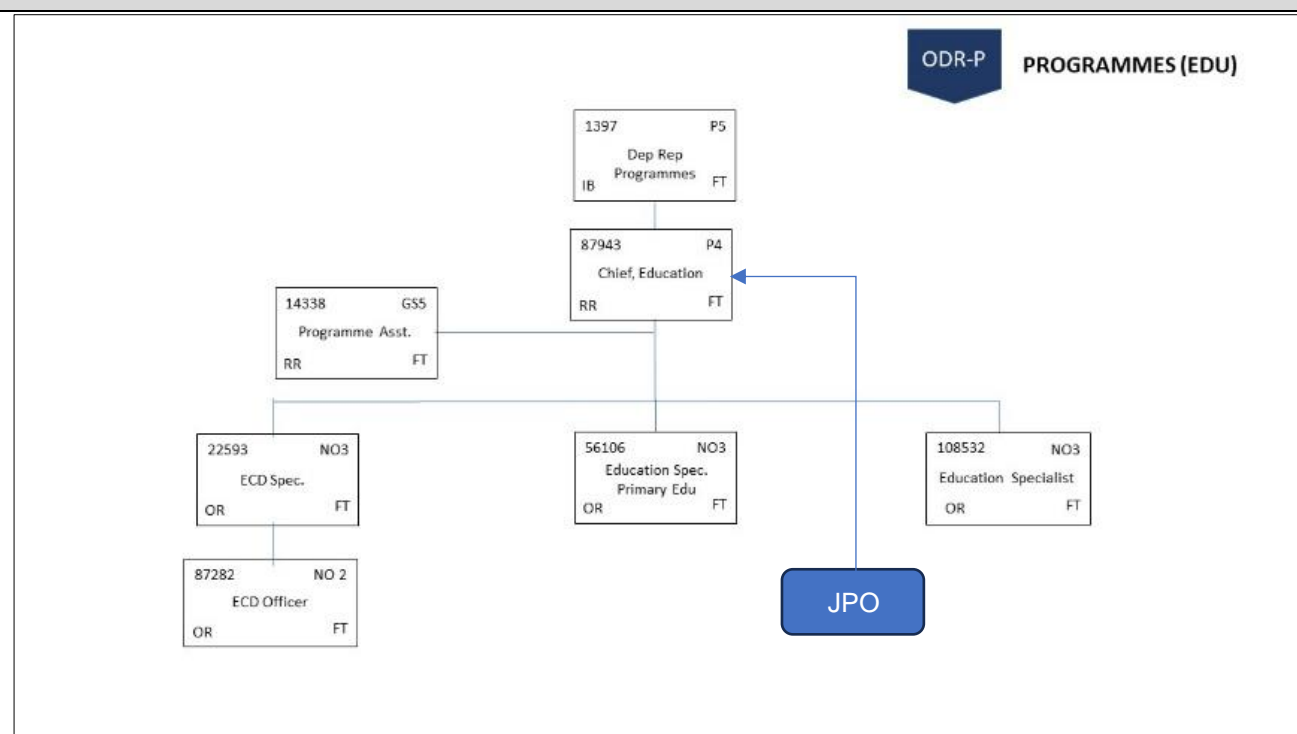
- ✓ Career prospects and potential for retention: Depends on the performance of the JPO, availability of funding and other opportunities at the CO, and other COs in the EAP region and beyond.
- ✓ Supervisor's experience in coaching and development of young professionals: The supervisor has extensive experience in mentoring and supervision of young professionals. Served as the mentor for more than 5 JPOs officially in the UNICEF mentoring programme, and over a dozen unofficially in more informal settings for those young professionals in and outside of UNICEF.

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

General Information	Manila, Philippines
Security	<p>Manila is relatively a safe place to live in and most expatriates feel safe staying in the Metro. There are however some countrywide safety and security concerns that one needs to be aware of.</p> <p>Natural calamities. The Philippines is prone to natural disasters. Sitting astride the typhoon belt, most of the islands experience annual torrential rains and thunderstorms from July to October, with around nineteen typhoons entering the Philippine area of responsibility in a typical year and eight or nine making landfall. With a high rainfall rate, low-lying areas are exposed to flooding and river embankments are most likely to be inundated. Likewise, it is within the Asia Ring of Fire experiencing earthquakes and making it prone to occurrences of tsunamis and volcanic eruptions.</p> <p>Crime. The country has a high crime rate. There are a number of crime groups operating particularly in large cities and urbanized areas. Violent crimes are of particular concern as it remains a common issue in these areas. Caution and vigilance are advised in crowded areas where petty crimes like pickpocketing, snatching, and mugging happen.</p>

	<p>Scams usually include internet and phone calls crimes. Credit cards and Automated Teller Machines (ATM), and credit card frauds remain to be a problem.</p> <p>Political unrest. Political protests and rallies are also a safety concern. These protestations are observed more in large areas like the National Capital Region (NCR) where the seat of power is housed. While most are conducted peacefully, there are cases of violence during larger and more heated protests.</p> <p>Internal conflict. Threat of terrorism and armed conflict prevails in the southern Philippines in the island group of Mindanao and thus the area falls under tight security watch by government and its armed forces.</p> <p>Defense Forces. The Philippines Security is governed by Armed Forces of the Philippines (AFP). Under its command are the Philippine Army, Philippine Navy (including the Marine Corps), and the Philippine Air Force. The Philippine Coast Guard attaches to its command during war time. In peace it is subsumed under the Department of Transportation (DOTC). The Philippine National Police Force (PNP) falls under the Ministry of Interior and Local Government (DILG).</p>
Housing	Affordable dwellings (houses, condominiums, apartments) available in the area
Schools & Childcare	There are international schools of high-quality in the area.
Work for spouses & partners	There are information supports about available opportunities for work for spouses and partners.

Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]



You may use the GJP or use the Specific JD for the below sections



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

I. Post Information

Job Title: Education Officer (JPO)
Supervisor Title/ Level: Chief, Education (P4)
Organizational Unit: Education Section, Programme
Post Location: Manila, Philippines

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

II. Strategic Office Context and purpose for the job

Strategic office context:

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.

UNICEF has worked in the Philippines continuously since 1948, and currently has over 120 dedicated staff working from our offices in Manila and Cotabato. UNICEF's vision for every child in the Philippines is intimately linked to the realization of several Sustainable Development Goals and the promise of the international community to leave no one behind. By 2030, we want to see that no child in the Philippines suffers from hunger; that every child has access to good health services, quality education opportunities, clean water and toilets; and children grow up protected and develop in an inclusive, just and peaceful society. Since its establishment, UNICEF has been helping the Philippine government to strengthen national policies, programmes and services to ensure that all Filipino children enjoy their rights. UNICEF supports the Government to extend the coverage and implementation of policies and legislation that benefit children and the most disadvantaged; to support the implementation of positive budget reforms and leverage the considerable fiscal space; to innovate and adapt

national programmes to support inclusivity and relevance in diverse remote rural areas, impoverished urban areas, hazard and conflict-prone areas; and to strengthen national capacity to monitor change for children.

UNICEF Philippines and the Government of the Philippines has started the 9th Country Programme of Cooperation (CPC9) 2024-2028. UNICEF works for and with children from early childhood to adolescence. This includes a focus on pre-primary education and early learning in early childhood, foundational literacy and numeracy through primary education, and education and skills development for marginalized adolescents. UNICEF focuses on ensuring girls and children in emergency situations can access education, and the organization is cognizant of the importance of digital learning and quality education data for ensuring children's futures. To have the greatest impact, UNICEF's work is focused on the education system. This means making a concerted, consistent efforts to help improve everything from school and preschool infrastructure to policies and legislation – as well as adequate financing. It requires a workforce trained and competent to help children flourish, data collection and regular monitoring to help policymakers identify what is working, who is benefiting and who is being left behind, as well as social and behavioural efforts to get children into education and to prevent dropouts.

Purpose for the job:

Under the supervision of the Chief, Education Section, the Education Officer is expected to contribute to the Education component of the UNICEF 9th Country Programme of Cooperation. The Education Officer (JPO) will contribute to the Outcome 2: Learning and Skills with the outcome “By 2028, more children, especially the most vulnerable, participate in a quality, inclusive, safe, resilient and holistic education system, including in emergencies”. The outcome will be achieved through 4 outputs including (i) early childhood education / multi-sectoral early childhood development; (ii) quality foundational skills in basic education; (iii) multiple flexible learning pathways for adolescents and skills development; and (iv) learning and skills in Bangsamoro Autonomous Region of Muslim Mindanao (BARMM).

The Education Officer will support the delivery of education programme results to strengthen the Philippines' education system to improve learning outcomes, universal access to quality, equitable and inclusive primary/early childhood education as well as alternative learning systems, especially for children, adolescents and young people who are marginalized, disadvantaged, and excluded in society. The Education Officer also engages with inter-sectoral linkages with other UNICEF supported programmes while supporting the enhancement of strategic partnerships and collaboration with the government departments and agencies as well as other education stakeholders, including bilateral and multilateral agencies, CSOs/NGOs, local academe, religious bodies and private sector among others. The Education Officer also contributes to achievement of results according to the rolling work plans, results based-management approaches and methodology, as well as UNICEF's Strategic Plans, standards of performance, and accountability framework.

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

Under direct supervisor of the Chief of Education Section, the JPO will be responsible for the following key functions/accountabilities.

1. Programme development and planning

- Support the preparation, design and updating of the situation analysis for the education programmes to ensure that current and comprehensive data on education issues is available to guide UNICEF's strategic policy, advocacy, intervention and development efforts on education programmes.
- Help supervisor set priorities, strategies, design and implementation plans. Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussion on the planning of education programmes. Formulate, design and prepare programme proposals for the sector, ensuring alignment with UNICEF's Strategic Plans and Country Programme and coherence/integration with the UN Cooperation Framework for Sustainable Development, regional strategies and national priorities, plans and competencies.

- Establish specific goals, objectives, strategies and implementation plans for the sector using results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with internal colleagues and partners to discuss strategies and methodologies, and to determine national priorities to ensure the achievement of concrete and sustainable results.
- Assist the education team to provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

2. Programme management, monitoring and delivery of results

- Contribute to the planning and collaboration with internal colleagues and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators to assess/strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector on education programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme management.
- Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits and surveys, and exchange information with stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity, ensuring timely reporting and liquidation of resources.
- Prepare regular and mandated programme reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Contribute to the provision of technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners and donors on interpretation, application and understanding of UNICEF policies, strategies, processes and best practices and approaches on education and related issues to support programme management, implementation and delivery of results.
- Participate in education programme meetings including programme development and contingency planning to provide technical and operational information, advice and support.
- Draft policy papers, briefs and other strategic programme materials for management use.

4. Advocacy, networking and partnership building

- Contribute to the effective working partnerships with relevant government counterparts, national stakeholders, global partners, donors, and academia through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on education programmes.
- Prepare communication and information materials for the education programme advocacy to promote awareness, establish partnerships and support fund raising for education programmes.
- Participate and/or represent UNICEF in appropriate inter-agency discussions on education and related issues to collaborate with inter-agency partners/colleagues on inter-agency strategic planning and preparation of programmes/projects ensuring organizational position, interests and priorities are fully considered and integrated in the UNSCDF and other inter-agency strategy development processes.

5. Innovation, knowledge management and capacity building

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast, research, benchmark, and implement best practices in education management. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on education and related programmes/projects.

IV. Impact of Results

The efficiency and efficacy of support provided by the Education Officer (JPO) to programme preparation, planning and implementation, contributes to the achievement of sustainable results to improve learning outcomes and universal access to quality, equitable and inclusive education in the Philippines. Success in education programmes and projects in turn contribute to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- Nurtures, Leads and Manages People (1)
- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (1)
- Planning and organizing (1)

VI. Recruitment Qualifications

Education:	<i>An advanced university degree in one of the following fields is required: education, economics, psychology, sociology, or another relevant technical field</i>
Experience:	<i>A minimum of two years of professional experience in one or more of the following areas is required. Relevant experience in a UN system agency or organization is considered as an asset.</i>
Language Requirements:	<i>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</i>