



**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:

- ✓ wide range of desk review work on the mission and work of UNICEF, substantive material on the Convention of the Rights of the Child, financial reporting and processes, etc.
- ✓ learn through participation in meetings both within UNICEF and with counterparts;
- ✓ AGORA online training courses mandatory only to UNICEF PNG;
- ✓ Possible field visits to UNICEF-assisted areas for exposure learning.

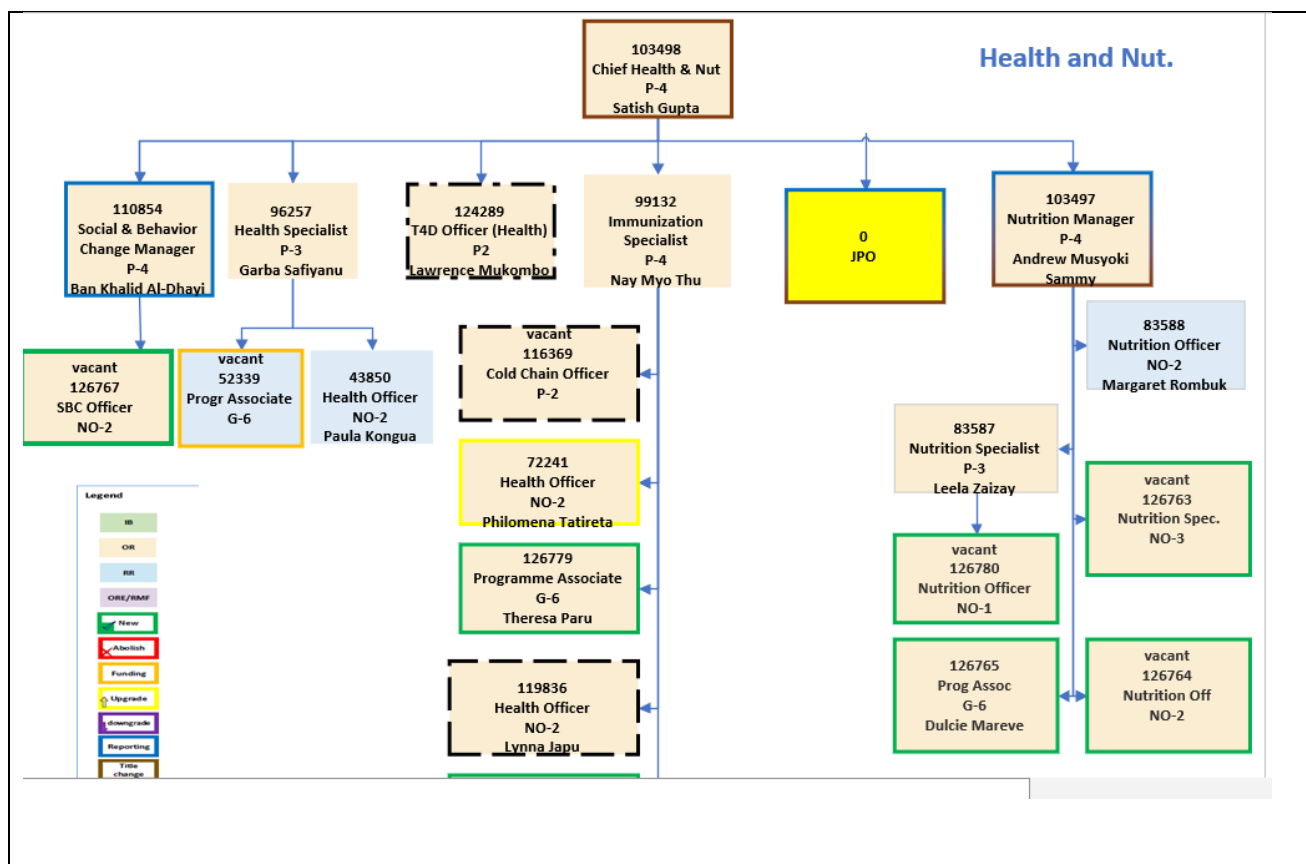
The JPO will be exposed to a very complex working environment in Papua New Guinea:

- ✓ Papua New Guinea is a country which has emergencies always simmering below the surface. There have been many instances of earthquakes in recent past. There is also permanent risk of violence erupting in one part of the country or the other. Following good integration and based on successful performance the context will provide opportunity for the JPO for career growth and will prepare the JPO to apply for any international posts both in the field of humanitarian development or emergency.

- ✓ The Supervisor of the post has experience in coaching and mentoring and he has already supervised JPOs, UNVs and young professionals.

Information and living condition of Duty station: [For Field Office locations only]	
General Information	Papua New Guinea (PNG) is located in Oceania. It is a group of islands including the eastern half of the island of New Guinea between the Coral Sea and the South Pacific Ocean, east of Indonesia. In UNICEF's regional divisions, it belongs to the East Asia and Pacific Region (EAPR). PNG is a diverse Pacific island country with around 850 languages. Whilst PNG is a lower middle-income country according to the World Bank, income and wealth are highly variable and 30% of the population still lives below the international poverty line of \$1.25 USD per day. The population of PNG is young and has a disproportionately high number of adolescents, who are out-of-school and jobless.
Security	The overall security situation in PNG is assessed as generally calm but unpredictable. The Security Level in Port Moresby is classified as Moderate (Level 3) as per the UN security management system in PNG. Bag snatching, robberies, carjacking, and tribal fights are common in the capital. In many situations and locations, it is appropriate to avoid/limit/reduce your exposure and not to draw attention to yourself. It is essential for all staff to remain alert and aware of our surroundings, never take security for granted, avoid carrying large amount of cash or valuables, keep low profile. Do not expose yourself or others to unnecessary risks or unsafe situations (example: walking out during dark hours, driving under influence of alcohol, etc.).
Housing	It is much better to find a residential apartment only upon arrival and not before. UNDSS will be able to check minimum security standards for you. Better yet, find out where most UN staff stay in order for you to have a "community" close by. Some UNICEF staff stay in Grand Papua Hotel for long-term for convenience. Most apartment complexes come fully or partially furnished. Negotiating rental fees may be a bit difficult with the landlord, but you can compensate it by asking for some cleaning or repairs or additional or changes in furniture.
Schools & Childcare	The most popular international schools for expats in Papua New Guinea includes nursery schools, primary and secondary (high) schools. Schools usually follow the international or Australian curriculum with an English-speaking program. Schools also provide internationally accepted accreditation such as the international baccalaureate.
Work for spouses & partners	Work opportunities for spouses/partners are limited. They are not allowed to work unless they hired by any organization and have a work permit.

Reporting line of the JPO



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Health Officer**
 Supervisor Title/ Level: **Chief Health Level 4**
 Organizational Unit: **Programme**
 Post Location: **UNICEF Papua New Guinea
 Country Office**

Job Level: **Level 2**
 Job Profile No.:
 CCOG Code: **1103n**
 Functional Code: **HEA**
 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 programmes, 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.

Job organizational context: The Health Officer GJP is to be used in a Country Office (CO) where the Health Programme is a component of the Country Programme (or UNDAF).

Purpose for the job: The Health Officer reports **to the Chief Health Level 4** for supervision. The Health Officer provides professional technical, operational and administrative assistance throughout the programming process for the Health Programme within the Country Programme, from development planning to delivery of results, by preparing, executing, managing, and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, and evaluating and reporting of results.

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
5. Innovation, knowledge management and capacity building

1. Support to programme development and planning

- Conduct and update the situation analysis for the development, design and management of health related programmes. Research and report on development trends (e.g. political social, economic, 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 health 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

- Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations, and/or to alert appropriate officials and stakeholders for higher-level intervention and decisions. Keep record of reports and assessments for easy reference and to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes and to report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), and verify compliance with approved allocation and goals, organizational rules, regulations, procedures, as well as 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.
- Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Conduct regular programme field visits and surveys, and share information with partners and stakeholders to assess progress and provide technical support and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.

- Provide technical and operational support to government counterparts, NGO partners, UN system partners, and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on health-related issues to support programme implementation, operations and delivery of results.

4. Networking and partnership building

- Build and sustain effective close working partnerships with health sector government counterparts and national stakeholders through active sharing of information and knowledge to enhance programme implementation and build capacity of stakeholders to deliver concrete and sustainable results.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health programmes.
- Participate in appropriate inter-agency (UNCT) on health programmes to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of health programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Innovation, knowledge management and capacity building

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Assist with oversight of research and ensure results are available for use in knowledge products.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

IV. Impact of Results

The efficiency and efficacy of support provided by the Health Officer to programme preparation, planning and implementation facilitates the delivery of concrete and sustainable results that directly impact the improvement of the health of the most marginalized and vulnerable women

and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of children, and to promote greater social equality to enable them to survive, develop and reach their full potential in society.

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

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)

VI. Recruitment Qualifications

Education:

A university degree in one of the following fields is required: public health/nutrition, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology, or another relevant technical field.

Experience:

	<p>A minimum of two years of professional experience in one or more of the following areas is required: public health/nutrition planning and management, maternal and neonatal health care, or health emergency/humanitarian preparedness.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>