



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.
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- ✓ Papua New Guinea (PNG) is one of the most-at-risk countries to climate change and disasters<sup>1</sup>, ranking 12<sup>th</sup> in the World Risk Index 2023<sup>2</sup> that rates countries with the highest disaster risks. As effects of climate change worsen, PNG needs to intensify its efforts to enhance the country's resilience.

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

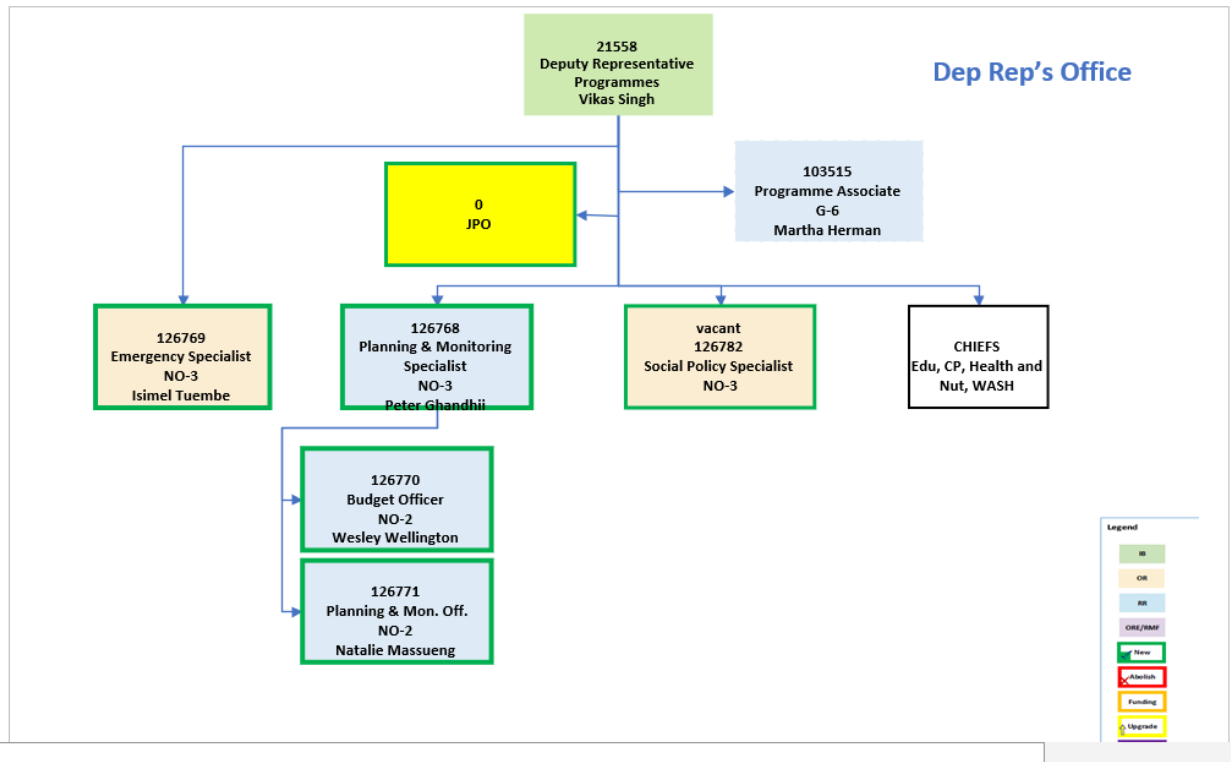
<sup>1</sup> [World Bank Group, Climate Risk Country Profile: Papua New Guinea](#), op.cit. 2021

<sup>2</sup> [Bündnis Entwicklung Hilft / IFHV](#), op. cit. 2023.

✓	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: **Programme Officer (climate change)**  
 Supervisor Title/ Level: **Deputy Representative Programme Level 4**  
 Organizational Unit: **Programme**

Job Level: **Level 2**  
 Job Profile No.:  
 CCOG CODE:1A02  
 FUNCTIONAL CODE: PMA  
 JOB CLASSIFICATION: P2

Post Location: <b>UNICEF Papua New Guinea</b> <b>Country Office</b>	
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## 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.

**Purpose for the job:** Under the guidance of the Dep Rep Programme, provide professional technical assistance and support for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of programme goals and objectives.

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

### KEY END-RESULTS EXPECTED

1. Effective knowledge management and systems, information exchange and the development of training and orientation materials developed and deployed for strengthening of country programme management and activities.
2. Situation Analysis prepared/updated, critical programme intervention point/measures identified, and programme work plans/recommendations prepared and incorporated. Programme reports prepared as required.
3. Programme funds optimally used.

4. Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared.
5. Rights-based and results-based programming approach fully incorporated into all phases of programme and projects processes.
6. Commitment and institutional capacities of the national and local partners gained and established.
7. Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and international policy debates.
8. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking.

#### **KEY ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

##### **1. Knowledge Management for Programmes**

Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance. Participate in the preparation of, and making professional contribution to, the preparation of programme reports required for the management.

##### **2. Programme Development and Management**

Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor.

##### **3. Optimum Use Of Program Funds**

Monitors programme implementation progress and compliance. Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds.

##### **4. Programme Monitoring and Evaluations**

Undertakes field visits to monitor and assess programme implementation and decides on required

corrective action.

Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual program status reports in a timely manner, as required.

#### **5. Rights-Based and Results-Based Programme Management Approach**

Support a rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Collaborate with partners and assist in the strengthening of quality child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.

Provide professional technical assistance in preparing viable recommendations on project implementation, alternative approaches, new initiatives and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.

#### **6. National and Local Capacity Building/Sustainability**

Provide government authorities with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.

Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous support, coordination and collaboration for sustainability.

#### **7. Rights Perspective and Advocacy at the National, Community and Family Levels**

Analyze programme related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates. Promote the organization goals of UNICEF through active advocacy and communication.

#### **8. Partnership, Coordination and Collaboration.**

Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Establish and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).

Maintain close collaboration with Regional Advisers and HQ Officers for overall coordination.

Provide professional support in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF programme.

## **JOB GRADE FACTORS <sup>3</sup>**

### **P2 Grade**

- The impact of the actions affects the quality of services, efficiency of processing and delivery, performance of systems and teamwork in support of the country programme. Supervise the work of junior staff.
- Regularly makes recommendations on project implementation, alternative approaches, and optimal utilization of UNICEF resources.
- Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.
- Conduct research, data collection & analysis requiring analytical and conceptual thinking at a professional level.
- The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.
- Provide briefings, training, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.
- The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.

## **Recruitment Qualifications**

### **1. Education**

A university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

### **2. Experience**

A minimum of two years of relevant professional work experience is required.

Experience working in a developing country is considered as an asset.

Background/familiarity with emergency is considered as an asset.

### **3. Language Requirements**

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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

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

- Care

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<sup>3</sup> The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

- Respect
- Integrity
- Trust
- Accountability
- Sustainability

or

**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)

## **5. Technical Knowledge**

### **a) Specific Technical Knowledge Required (for the Job)**

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.

### **b) Common Technical Knowledge Required (for the job group)**

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- Gender equality and diversity awareness

### **c) Technical Knowledge to be Acquired/Enhanced (for the Job)**

- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNSECORD training for members of Security Management Team.