



**UNITED NATIONS CHILDREN'S FUND  
JPO Request Form**



*UNICEF Lao PDR/2017*

**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 2<sup>nd</sup> year

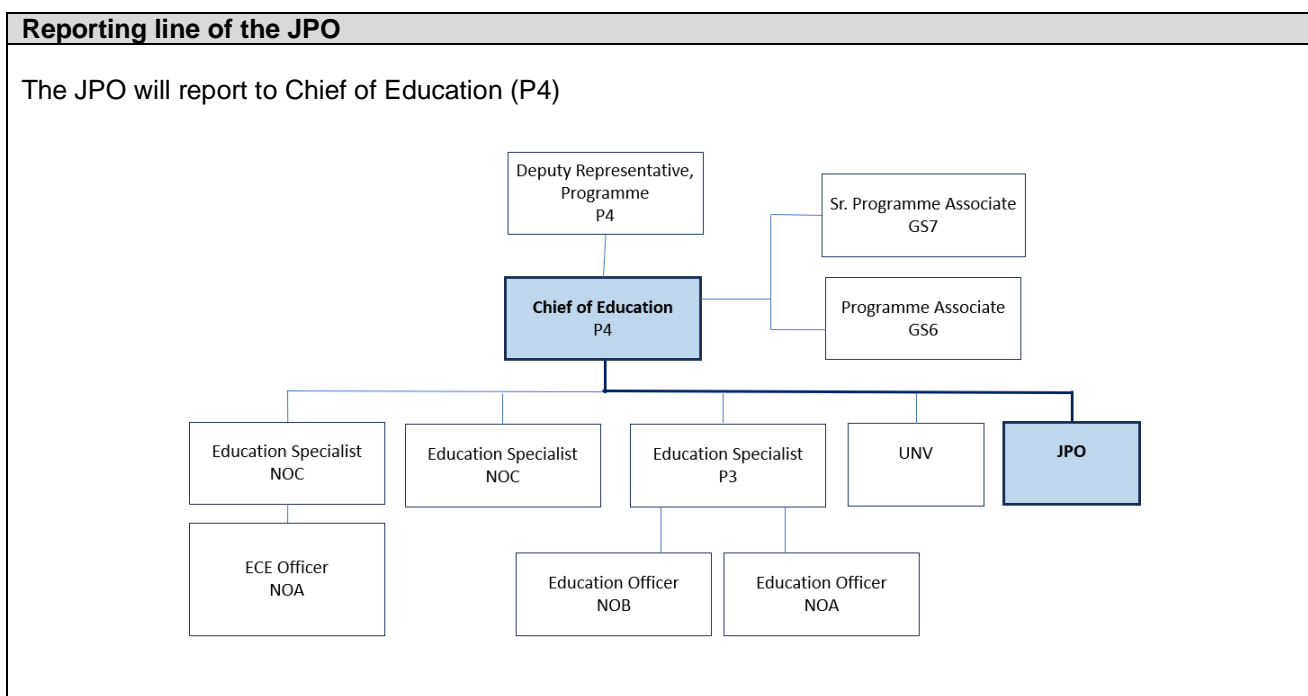
In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Participation in training and workshop within and outside office (regional/global) on the field of expertise as well as cross-cutting and other relevant thematic areas
- ✓ Participation and interactions through Young UNICEF and staff association in the office and UN to exchange career prospects and networking
- ✓ Continuous and regular one on one meetings with Supervisor on JPO's performance and professional development, including weekly brief one on one meetings, and mid- and end-year performance reviews.
- ✓ On-the-job training through engagement in the office-wide and programme specific strategic discussions as well as with the government counterparts

**Career prospects and potential for retention:** The field of education remains at the core of the work of UNICEF, and this JPO position provides exposure, learning, and growth, thus increasing the potential for future applications to positions in this area across the agency.

**Supervisor's experience in coaching and development of young professionals:** the direct Supervisor, who has 20 years of experience in various offices in UNICEF, with direct experience of career development, having started her UN career as a JPO herself.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	UNICEF- Lao PDR office is located by side of the Mekong River, 3km from the center of Vientiane and easily accessible. Commute is either done by private car, taxis, or bicycles. The JPO will be based within the Nutrition Section of the UNICEF Lao PDR Office in the Capital City of Vientiane. The assignment may also require periodic travel to support program implementation, monitoring missions at subnational level. All work-related travel for the planning, implementation or monitoring of activities, including air tickets, car rentals, security clearance and will be supported by UNICEF as per UNICEF rules. The UNICEF Lao PDR Office is a multi-cultural working environment with around 100 staff working to protect and advance the rights of children.
Security	Lao PDR is a family duty station and is relatively safe but special cautions must be aware when walking alone during the dark. As part of the appointment process, the JPO is required to complete the B-SAFE training and submit the certificate. UNICEF's Emergency Operations Centre (OPSCEN) in New York is 24hours/7 days a week in contact with all UNICEF offices all over the world. In addition, the office works closely with UNDSS (United Nations Department of Safety and Security) Office in Lao PDR. UNICEF Operations Manager is the security Focal Point.
Housing	There is a wide range options for accommodation, including apartments and individual houses. Rents vary from approximately USD500 per month for a small house or one bedroom apartment to USD1,500 per month for larger properties.
Schools & Childcare	International Schools are available in the duty station and are following International Curriculum that are globally recognized. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids.
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

**Job Title: Education Officer (JPO)**  
**Supervisor Title/ Level: Chief of Education, P-4**  
**Organizational Unit: Education**  
**Post Location: Vientiane, Lao PDR**

Job Level: P-2  
Job Profile No.:  
Job Classification Level: P2

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

#### Strategic office context:

The Education Section at UNICEF Lao PDR is seeking support from a sponsoring government to source a JPO, which will provide critical support for the effective planning and implementation of the Education Programme in the Country Programme 2022-2026 that focus on achieving enhanced results for children, especially the most disadvantaged, in education and skills development. Lao PDR continuously faces severe Learning Crisis, which has been further compounded by the ongoing economic and financial hardship of the country. To address the persistent poor learning outcomes of children (only 2% of Grade 5 students have minimum reading proficiency) along with noticeably increasing school drop-out, the JPO support will directly help enhance UNICEF's capacity to tackle those key challenges and contribute to the government's utmost priority agenda of human capital development.

The JPO will enhance the Education Section's ability to promote the equity agenda in education through ensuring quality Early Childhood Education (ECE) and Primary Education for all children in Lao PDR with enhanced learning outcomes. In close coordination with the Ministry of Education and Sports (MoES) in Lao PDR and development partners, the JPO will particularly contribute to strengthening the government capacity in programme planning and implementation and monitoring and evaluation (M&E) in the education sector, including sector analysis, relevant studies/research and learning assessment, as well as capacity building of programmes teachers and education officials. The JPO will also support government and in-house knowledge generation and management. The JPO will also be engaged in enhancing (sub) sector coordination and its effectiveness, including localisation of the Sustainable Development Goals (SDG) 4 and the Global Partnership for Education (GPE). The JPO will provide support to the planning and management of the Education programmes, as well as strengthening the linkage with other sectors for cross-sectoral collaboration and synergies, such as child protection, health and nutrition and water, sanitation and hygiene (WASH), etc.

#### Purpose for the job:

The JPO will be responsible for preparing, executing, managing and implementing technical and operational tasks to support the Education programme, with a focus on Quality Education for All agenda with improved learning outcomes. The JPO will be held accountable for fulfilling her/his own assigned tasks and delivering tangible results, but also for contributing to achieving the overall targets and goals of the Education team and the entire office.

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

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

1. **M&E & Knowledge Management in Education.** In liaison with the UNICEF Lao PDR M&E Unit, contribute to the government and in-house capacity development in M&E, and knowledge generation and management in the education sector, to strengthen evidence-based sector planning and management. Support communication and documentation of the impact of Education Programme's investment in schools and communities, including programme evaluation and those for donor reporting, resource mobilization and advocacy purposes.
2. **Support to (Sub) Sector Coordination.** In close coordination with the MoES and development partners, contribute to the enhanced coordination and effectiveness of the Education Sector Working Group (ESWG) mechanism, including GPE, in particular for ECE and Primary Education.
3. **Support to ECE and Primary Education Programme Planning and Management.** Contribute to strategic formulation and implementation of the ECE and Primary Education programmes to help achieve the national education targets set in the MoES' sector plan. Help ensure enhanced linkage and alignment between ECE and the Primary Education, as well as linkage with other relevant sectors, such as Child Protection, Health and Nutrition and WASH.

#### IV. Impact of Results

The support, research and technical assistance provided by the JPO strengthens the advocacy, planning and formulation of programmes and partnerships designed to improve UNICEF's education programme efficiency and effectiveness and thereby improve the Education systems and sector capacity. The achievement of concrete and sustainable results from these programmes contribute to achievement of UNICEF goals in the country to promote quality education and improved learning outcomes, that contributes to the government priority agenda of human capital development.

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

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core competencies skills

- 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:	A Master's degree in one of the following fields is required: education, social science, political science or another relevant technical field.
Experience:	<ul style="list-style-type: none"> <li>• A minimum of two years of professional experience in one or more of the following areas is required: development, planning and managing of education programme (ECE and Primary education level as an asset), teacher education and development, education M&amp;E and/or research</li> <li>• Relevant experience in a UN system agency or organization, as well as work experience in developing countries is considered as an asset.</li> </ul>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.