



## 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 2<sup>nd</sup> year

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

- ✓ Developing in depth knowledge about public financial management reform programme including participation in development partner committee meetings and technical working group meetings.
- ✓ Participate in UNICEF advocacy on fiscal decentralization for social services for poor and vulnerable groups including women and children.
- ✓ Getting involved in budget analysis exercises relating to child rights.
- ✓ Engage in development of Public Finance for Children strategy.
- ✓ Working with other programmes on cross sectoral collaboration and advocacy.
- ✓ Involved in digital citizen budget monitoring and developing internal digital child rights budget monitoring dashboard.
- ✓ Available online courses related to PF4C and access to other resources available in the region and globally.

**Career prospects and potential for retention:** The position will be integral to the current structure of the UNICEF Cambodia Country Development Plan (CPD) with one key focus on Public Finance. This role serves as comprehensive support across all UNICEF sections, addressing a growing area of emphasis both in Cambodia and globally. Successful completion of this Junior Professional Officer (JPO) position will open up numerous international career opportunities.

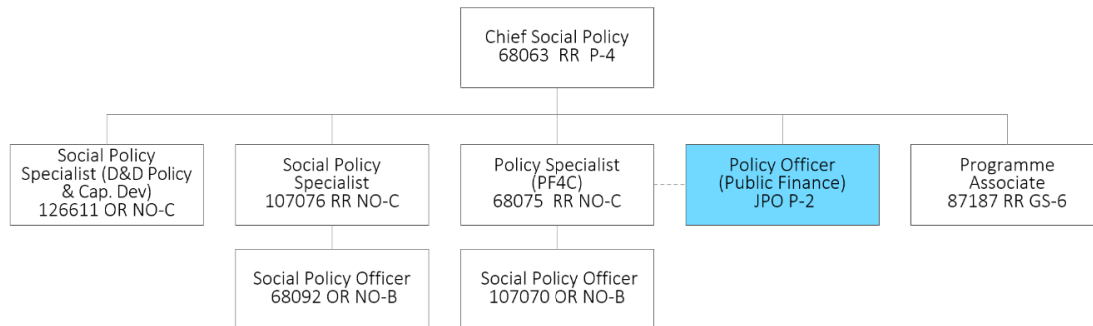
**Supervisor's experience in coaching and development of young professionals:** The Junior Professional Officer (JPO) will be supervised by the Chief of Social Policy (IP) and benefit from the technical leadership of the national Policy Specialist, NO-3, who is a Public Finance expert. Both bring extensive experience and expertise in UNICEF, social policy, and social protection, and they have a proven track record of effectively mentoring young professionals over the years. The Chief of Social

Policy regularly mentors her team as well as staff in other UNICEF offices, viewing herself not only as a leader but also as a dedicated mentor.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	<p>The Kingdom of Cambodia, formerly Kampuchea, is a Southeast Asian nation that borders Thailand, Laos, Vietnam, and the Gulf of Thailand. The capital city is Phnom Penh, once known as the 'Pearl of Asia', is the capital and largest city in Cambodia. It is now a cultural, commercial, and political center that offers a unique blend of traditional charm and urban bustle.</p> <p>Today, Phnom Penh is a place of diverse economic and urban growth. A swift wave of development has brought in new high-rise buildings including a 30-storey business center, restaurants catering to every palate, and stylish hotels promising all levels of luxury. Contributing to this development are burgeoning culinary and nightlife scenes that can rival any other in the region.</p>
Security	<p>The Security Level in Phnom Penh and across the country is classified as <b>minimal (Level 1)</b> as per the UN security management system in Cambodia.</p> <p>Threats to staff are considered low, however, incidents of petty crime, including theft, bag snatching, and pick pocketing are common, staff are advised to practice personal security awareness.</p>
Housing	<p>Phnom Penh offers plenty of options for housing, ranging from serviced apartments to individual houses or villas depending on your preferences and budget. The continuing construction boom has ensured that there are plenty of options on the market. Housing is in most cases easy to find and available on short notice, of course, depending to some extent on how particular your requirements are.</p>
Schools & Childcare	<p>There are several international schools in Phnom Penh. However, be vary of their quality and recognition outside of Cambodia. The five biggest and best known international schools are the English-language <a href="#">International School of Phnom Penh</a> (ISPP), Australian International School of Phnom Penh (AISPP), Canadian International School in Phnom Penh (CIS) and <a href="#">Northbridge International School Cambodia</a> (NISC), and the French-language Lycée Français René Descartes.</p> <p>Day-care options are plentifully available, and many staff also consider having a nanny to help with smaller children. You are advised to discuss with colleagues and HR upon your arrival for options and more details.</p>
Work for spouses & partners	<p>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.</p>

## Reporting line of the JPO

The JPO will be officially reporting to the Chief of Section, P-4, and under the technical leadership of the Social Policy Specialist, NO-3 (output2/PFM).





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Policy Officer (Public Finance) (JPO)  
Supervisor Title/ Level: Chief of Social Policy, P-4  
Organizational Unit: Public Policy and Finance for Children (PPF4C)  
Post Location: Phnom Penh, Cambodia

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

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

#### **Strategic office context:**

The Royal Government of Cambodia started implementation of Public Financial Management Reform Programme (PFMRP) since 2004. The reform adopted platform approach and was designed into four sequencing phases from budget credibility to financial accountability, policy budget linkages and performance accountability. The reform governed by PFM Reform Steering Committee chaired by Deputy Prime Minister (DPM) and Minister of Ministry of Economy and Finance (MEF) and operationalized through general secretariat of the steering committee (GSSC) led secretary of state of MEF. Technical Work Group usually presided over by DPM and Minister of MEF is a dialogue mechanism with development partners and line ministries with participation of NGO representative as observer. UNICEF has actively engaged in PFMRP since 2014 when MEF introduced implementation of programme budgeting (PB) involving key social ministries until all ministries have implemented PB in 2020. The engagement seeks to promote budget transparency particularly for child responsive budgeting of which PB allowed UNICEF to monitor budget allocation toward child related programmes, child related Cambodia Sustainable Development Goals, UN Committee on the Rights of the Child recommendations, and other child related priority issues identified in UNICEF Country Programme document. Similarly, UNICEF also engaged actively in influencing fiscal decentralization to make it tailor to social service needs of citizens and more participatory and transparent.

#### **Purpose for the job:**

The JPO will work with Public Policy and Finance for Children (PPF4C) programme team particularly the Public Finance for Children (PF4C) team to influence public budgeting for children at national and sub-national level. The JPO will support the team in developing PF4C strategy 2024-2028 and work with the team and Technology for Development team to rollout commune/sangkat citizen budget monitoring app in collaboration with Ministry of Interior and MEF, develop internal digital child rights budget monitoring dashboard building on experience of other country offices in the region, and support the team to conduct child rights budget analysis. The JPO will have the opportunities to participate and engage in ongoing PFMRP which is now at final stage of reform moving toward performance accountability 2024-2027. The JPO will also collaborate with NGO Budget Working Group to advise them on their engagement strategy in PFMRP.

The main contribution of the JPO include:

1. Support expansion of the Public Finance for Children work in UNICEF under new country programme 2024-2028.
2. Strengthen capacity of CSO/NGO community in conducting budget analysis and advocacy

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

Under **direct supervisor of the Chief of Social Policy and the technical leadership of the Policy Specialist**, the JPO will be responsible for the following key functions:

- Support the government (MEF and relevant ministries) to explore and mainstream climate sensitive budgeting for children.
- Support development and implementation of PF4C strategy for UNICEF Cambodia Country Programme 2024-2028.
- Engage actively and co-lead multi-sectoral PFM activities of UNICEF Cambodia programmes and relevant ministries.
- Support the team in conducting child rights budget analysis, developing commune/Sangkat budget monitoring application and rollout, and internal digital budget monitoring dashboard for children.
- Coordinate and support programme section colleagues to complete online PF4C courses.
- Provide capacity building support to NGO Budget Working Group on budget analysis and advocacy and their strategic engagement in Technical Working Group on PFMRP as well as monitoring PFMRP.
- Support costing exercises in collaboration with relevant programmes of UNICEF and ministries/agencies of government.

In close collaboration with and guidance of the Policy Specialist, the JPO will be engaging in the following areas:

#### 1. Budget Planning and Management:

- **Function:** Facilitate the preparation and execution of annual budgets aligned with UNICEF's programmatic objectives.
- **Duties/Tasks:**
  - Collaborate with program teams to develop detailed budget proposals.
  - Monitor budget utilization and identify variances for timely corrective actions.
  - Provide technical support for budget revisions and reallocations as necessary.

#### 2. Financial Reporting and Accountability:

- **Function:** Ensure transparency and accountability in financial reporting processes.
- **Duties/Tasks:**
  - Prepare and review financial reports for internal and external stakeholders.
  - Ensure compliance with UNICEF's financial policies and procedures.
  - Conduct regular audits and assessments to verify the accuracy of financial records.

#### 3. Capacity Building and Training:

- **Function:** Strengthen the financial management capacity of government counterparts and UNICEF staff.
- **Duties/Tasks:**
  - Develop and deliver training programs on PFM best practices.
  - Provide ongoing support and mentorship to enhance financial management skills.
  - Collaborate with local institutions to build sustainable PFM capacities.

#### 4. Policy Development and Advocacy:

- **Function:** Support the formulation of public finance policies that benefit children and vulnerable populations.
- **Duties/Tasks:**
  - Conduct research and analysis on public finance issues affecting children.
  - Engage with policymakers to advocate for inclusive and equitable financial policies.
  - Contribute to the development of policy briefs and position papers on PFM-related topics.

#### 5. Data Analysis and Reporting:

- **Function:** Utilize data to inform decision-making and improve financial management practices.
- **Duties/Tasks:**
  - Analyze financial data to identify trends, risks, and opportunities for improvement.
  - Develop dashboards and visualizations to communicate financial performance.
  - Ensure data integrity and accuracy for effective reporting.

#### 6. Resource Mobilization:

- **Function:** Enhance UNICEF's ability to secure funding for PFM initiatives.
- **Duties/Tasks:**
  - Identify potential funding sources and develop proposals for PFM-related projects.
  - Build partnerships with donors and stakeholders to support PFM initiatives.
  - Monitor and report on resource allocation and utilization for funded projects.

#### 7. Coordination and Collaboration:

- **Function:** Foster collaboration with government agencies, NGOs, and other partners in PFM.
- **Duties/Tasks:**
  - Participate in inter-agency meetings and forums related to public finance.
  - Share best practices and lessons learned with stakeholders.
  - Coordinate joint initiatives that promote effective PFM practices.

By focusing on these key functions and accountabilities, UNICEF Cambodia can strengthen its Public Financial Management efforts, ultimately enhancing its impact on children and families in the country.

### IV. Impact of Results

By providing targeted PFM support, UNICEF Cambodia can significantly enhance its effectiveness in achieving its mission to improve the well-being of children and families in the country.

Specifically, the impact of this position will contribute to:

- **Strengthening Budget Planning and Allocation:** Effective PFM support is crucial for improving budget planning processes, ensuring that resources are allocated efficiently to priority areas such as health, education, and social protection. This will help UNICEF align its financial resources with its programmatic goals.
- **Enhancing Financial Accountability:** Strengthening PFM systems can improve transparency and accountability in financial management, which is essential for building trust with stakeholders, including the government, donors, and the community.
- **Capacity Building:** There is a need for training and capacity-building initiatives for government counterparts and UNICEF staff to enhance their understanding of PFM principles and practices. This will empower them to manage funds effectively and ensure better service delivery.
- **Supporting Policy Development:** PFM support can facilitate the development of policies that integrate public finance considerations into social policy frameworks, enhancing the effectiveness of social protection programs and services for vulnerable populations.
- **Data-Driven Decision Making:** Improved PFM systems can provide better data and analytics, enabling evidence-based decision-making. This is critical for identifying needs, assessing program impacts, and adjusting strategies accordingly.
- **Aligning with National Priorities:** UNICEF's support in PFM can help align its programs with national development strategies, ensuring that UNICEF's interventions are relevant and contribute to the overall goals of the Cambodian government.
- **Mobilizing Resources:** Effective PFM strategies can enhance UNICEF's ability to mobilize additional resources from both domestic and international sources, maximizing the impact of financial investments in children and families.
- **Addressing Inequities:** PFM support can help identify and address financial inequities in resource distribution, ensuring that the most vulnerable populations receive the support they need.

### V. Competencies and level of proficiency required

<p><b><u>Core Values attributes</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> </ul> <p><b><u>Core competencies skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>• Works Collaboratively with others (2)</li> <li>• Builds and Maintains Partnerships (2)</li> <li>• Innovates and Embraces Change (2)</li> <li>• Thinks and Acts Strategically (2)</li> <li>• Drives to achieve impactful results (2)</li> <li>• Manages ambiguity and complexity (2)</li> <li>•</li> </ul>	<p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Persuading and influencing (2)</li> <li>• Applying technical expertise (2)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> </ul>
<p><b>VI. Recruitment Qualifications</b></p>	
<p>Education:</p>	<p>An Advanced University Degree in Public Finance, (Development) Economics, Public Administration or related field is required.</p>
<p>Experience:</p>	<p>A minimum of two years of professional experience in Public Finance Management, Social Policy, International Development, is required.</p> <p>Relevant experience in a UN system agency or organization, specifically in UNICEF is considered as an asset.</p>
<p>Language Requirements:</p>	<p>Fluency in English is required. Knowledge of another official UN language or Khmer is considered as an asset.</p>