



## 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, Career Counselling and Career transition programmes;
- ✓ The JPO will be encouraged to stretch assignment with UNICEF's global Office of Innovation (the specific hub location to be determined based on needs/interest) during and after the 2<sup>nd</sup> year to get additional exposure to the global UNICEF innovation architecture and structures.
- ✓ The CO could link the JPO up with previous Innovation JPOs who are currently employed within UNICEF for mentoring, learning and knowledge exchange.

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

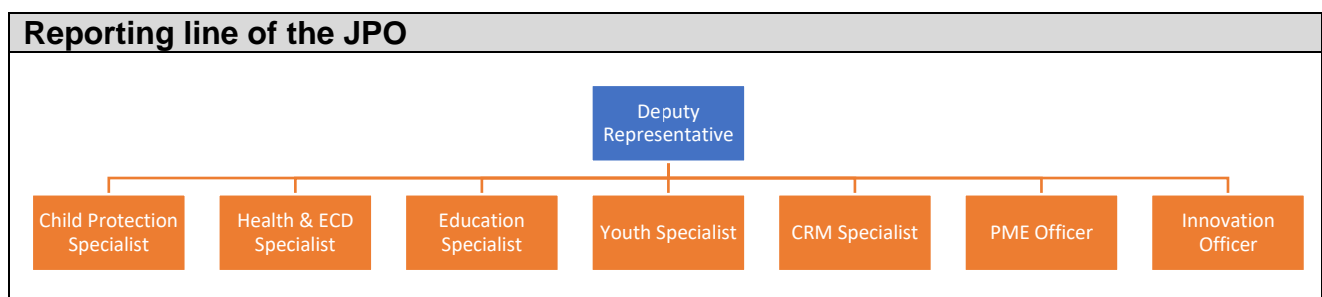
- ✓ Online and/or face-to-face learning available directly by UNICEF Europe and Central Asia Regional Office (ECARO), including through network meetings, UNICEF CO and partners in the wider innovation ecosystem,
- ✓ Training on overall budget management, administration, and finance, as per UNICEF rules and regulations,
- ✓ Programme Management training as per personal interest through external service providers.

**Career prospects and potential for retention:** The experience in a middle-income country is important for gaining vision and strategies for working both on upstream and more service-delivery oriented programmes. UNICEF is recognized as one of the leading Agencies within the UN System when it comes to advancing innovations throughout our programmes and operations, and the Serbia CO is further recognized as the lead-country in the Europe and Central Asia region in terms of advancing innovations. This puts the future JPO at a significant advantage in his/her future career endeavour both within the region, in other countries, and with our global Office of Innovation.

### Supervisor's experience in coaching and development of young professionals:

The incumbent Deputy Representative has more than 12 years professional experience within UNICEF from across regions and different levels, including HQ, Regional Office, Country Office and Field Offices. Throughout her career, she has provided extensive mentoring and management to small to medium-sized teams with focus on a human-centred approach, aiming to find the balance between achieving high impact results and nurturing staff's wellbeing and positive working environments. As of September 2023, the Deputy Representative has also been included in the global UNICEF internal mentoring initiative. By reporting directly to the Deputy Representative, the JPO will benefit directly from having access to senior management and being involved in cross-sectoral initiatives.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	Belgrade is the capital and largest city in Serbia. It has good health, education and transportation facilities. There is a variety of sport and cultural activities offered (e.g. sightseeing, theatres, cinemas, exhibitions), and restaurants that offer typical local as well as international cuisine.
Security	The situation in Serbia is generally quiet; all international agencies consider threats to their staff to be low. However, in Serbia as in most countries in Europe, there are incidents of pickpockets or traffic accidents, so it is advised that the JPO makes sure to exercise appropriate personal security awareness and common sense.
Housing	<p>In Belgrade, there is a relative shortage of available apartments especially of those at the lower end of price scale. The standard of rental accommodation in Serbia varies widely. It is common practice for landlords to require payments of rents in Euros, US dollars. Rental rates for foreigners are generally higher than rental rates for local citizens with a minimum of 500.00 Euros for one room apartment to more than 2500.00 for private home with all amenities. It is advisable to employ a reputable real estate agent with experience in the foreign rental market. Generally, the landlord will pay the agent's commission, but you should clarify this prior to going out and looking at property. The commission is usually equivalent to a month's rent. The normal deposit is equivalent to one month's rent, and in addition, one to three month's rent may be requested in advance. It is possible to rent a fully equipped house or apartment with washer/ dryer, television, cable connection, refrigerator etc., but obviously the amount of the monthly payment will depend upon location, amenities, overall condition of the property, age of the structure, etc. It may be difficult to find a short-term lease of 3 to 6 months duration. Most leases are contracted for a minimum period of one year. One month's advance notice is generally required to extend a lease. When looking for an apartment in Belgrade, you might want to visit any of the following web pages:</p> <p><a href="http://www.westproperties.rs">www.westproperties.rs</a>, <a href="http://www.terazijeapartments.com">www.terazijeapartments.com</a>, <a href="http://www.eurodiplomatic.com">www.eurodiplomatic.com</a>, <a href="http://www.cityrent.rs">www.cityrent.rs</a></p> <p>For a short stay we can recommend you those close to the office:  Mark Hotel  Hilton Hotel Slavija</p>
Schools & Childcare	<p>For more information please visit the web site of the Ministry of Education of the Republic of Serbia (<a href="http://www.mpn.gov.rs/sajt/index.php?page=1">http://www.mpn.gov.rs/sajt/index.php?page=1</a>) as well as Expat Serbia web site education page - <a href="http://www.expatsrbia.com/once-youre-here/education">http://www.expatsrbia.com/once-youre-here/education</a></p> <p>There are multiple international schools in Belgrade, including an American, British, French, and German school.</p>
Work for spouses & partners	Belgrade is an economic powerhouse in the region, being the financial centre not only of Serbia but of Southeast Europe. Consequently, many big and international companies have their base in the city. For work, either a temporary or permanent stay VISA and also a permit to work is needed – unless the work is in diplomacy, international organizations, or certain international projects as a volunteer. All work permits are granted by the Serbian National Employment Service (offices in Gundulicev Venac 23-25, Belgrade). Please note that spouse visas for UNICEF staff do not provide work permits, and this would need to be applied for separately.





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: **JPO - Innovation Officer**  
Supervisor Title/ Level: **Deputy Representative**  
Organizational Unit: **Programme**  
Post Location: **Belgrade, Serbia**

Job Level: **P2 (JPO)**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

### II. Strategic Office 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 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.

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

UNICEF in Serbia cooperates with government organizations, as well as with civil society organizations, independent human rights institutions, the private sector and the media. The overall goal of the country programme (2021-2025) is to support the efforts of Serbia to promote and protect the rights of all children, and to give all children equal opportunities to reach their full potential. UNICEF's work in Serbia focuses on social inclusion of the most marginalized children and adolescents – those who are being left behind by Serbia's strong overall progress on child well-being. UNICEF's work spans from early childhood development, a healthy childhood, inclusive education, childcare system reform, justice for children, to addressing violence and giving adolescents who are veering off track a second chance to reach their full potential. Given that traditional approaches are not always the most efficient and successful, the JPO will support the UNICEF office in Serbia in mainstreaming social innovation throughout its programmes, to test and scale up new partnerships, technologies, and collaborations to help Serbia to realise its children's rights.

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

Under the supervision and technical guidance of the Deputy Representative, and in close cooperation with the multi-disciplinary programme team, the JPO – Innovation Officer will support the development, coordination, and monitoring of innovations, and will provide ongoing technical support to each programme team in the design and implementation of their respective Innovation flagship initiatives. The key functions and responsibilities are outlined here below.

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

#### Summary of key functions/accountabilities:

1. Support to program development, planning and management
2. Technical and operational support to program implementation
3. Networking and partnership building
4. Innovation, knowledge management and capacity building

#### 1. Provide support to program development and planning

- Research and report on innovation trends and data for use in program development, management, monitoring, evaluation and delivery of results.
- Provide support to an overall cross-sectoral innovation strategy/action plan, including formulation, design, planning and implementation.
- Proactively scout for new innovative ideas and opportunities.
- Contribute to the development/mainstreaming of innovation into sectoral program goals, objectives and strategies and results-based planning
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, program, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support program planning, results based planning (RBM) and monitoring and evaluating results.
- Prepare regular/mandated sectoral program/project reports for management, donors and partners to keep them informed of program progress.

#### 2. Provide technical support to program implementation

- Support the development, coordination and testing of innovation products and processes to strengthen and improve efficiency and effectiveness of UNICEF's programming, monitoring and evaluation, advocacy and communication. More specifically, explore the feasibility for deployment of RapidPro – UNICEF's latest mobile phone-based system for real-time data collection, including negotiations with mobile network companies and other service providers. This may also include implementation of established solutions such as U-Report should this be relevant.
- Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in regular program field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.

#### 3. Establish networking and partnership building

- Contribute to developing partnerships and network with local innovators, youth organizations, government, NGOs, cultural and religious organisations, the private sector, local media and academia to build and provide a space to nurture and test new and innovative ideas, develop the next generation of thought leaders and build local capacity.

- Support the identification of opportunities for resource mobilisation and new partnerships and support proposal and partnership development efforts in close collaboration with NYHQ Innovation Unit, Global Innovation Centre and Regional Office where applicable.

#### **4. Ensure knowledge management and capacity building**

- Document tested innovation projects and processes and ensure effective sharing and generation of knowledge around innovations in the Country Office as well as with UNICEF global innovation network.
- Represent the Country Office in the UNICEF global innovation network for information sharing and leverage experiences of innovation colleagues in other Country Offices as well as at the global level. Research and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

### **IV. Impact of Results**

The efficiency and efficacy of support provided by the JPO to program preparation and planning and implementation of programs/projects, contributes to the overall achievement of sustainable results to create an enabling environment for innovations that are of critical importance in today's society. Success in advancing further on the innovation agenda in the UNICEF Serbia CO will further enhance the credibility and ability of UNICEF to provide program services for mothers and children that promotes greater social equality in the country, and ensures UNICEF remains fit for purpose and agile in an everchanging operating environment.

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

#### **Core Values attributes**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

#### **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)

### **VI. Recruitment Qualifications**

Education:	University degree in one of the following fields: <ul style="list-style-type: none"> <li>• Social Sciences, International Relations, Social Policy, Social Development, Community Development or Information Technology</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Demonstrated experience (up to 2 years) at the national or international levels in programme management, innovation work, and engagement with the relevant ecosystem.</li> <li>• Experience in start-up companies/organisations is an asset.</li> <li>• Entrepreneurial failures are considered as valuable experience.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in spoken and written English language is required.</li> <li>• Knowledge of the language of the duty station (Serbian) is an asset.</li> </ul>