



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

The JPO will benefit from specific learning opportunities in the receiving office such as:

- training on result-based management, education and youth related trainings and a series of mandatory trainings on work ethics.
- Opportunities to attend workshops with Government and non-Government partners
- Opportunities for career progression within UNICEF globally and with partners
- Day-to-day interaction with the office Education and Youth, HR and Comm/Partnership team.

Career prospects and potential for retention

Education and Adolescent development is one of the priority areas where UNICEF Albania office is focusing a lot. The JPO will contribute to the area of skills building for young people and provide specific support on coaching and mentoring schemes and developing HR tools to major programs of the government and UNICEF such as the Youth Guarantee and mentorship schemes for young people. The JPO will work closely with the various governmental institution such as Ministry of Youth and Children, Ministry of Economy and UNICEF. There is potential to be retained in the future depending on the funding situation in the country.

The position will be supervised by the Education Specialist working for more than 20 years in the area of education and youth and with various donors and programmes including various bilateral programme, EU, UN, World Bank etc.. The supervisor and the office, has a history of supporting the development of its professionals. Coaching and development are done through a range of activities, including but not limited to,

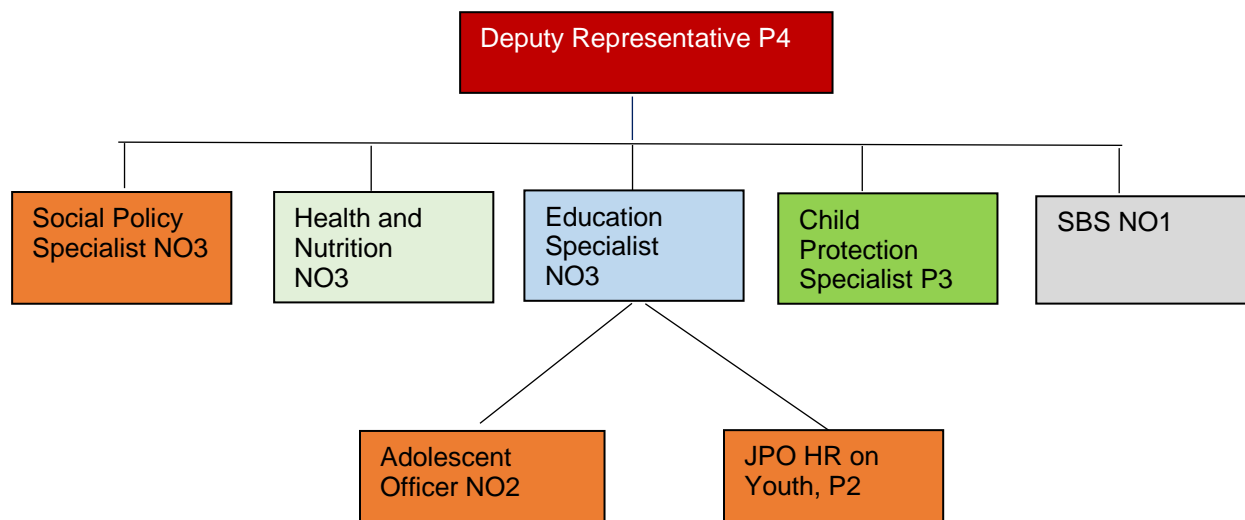
onboarding meetings, online training sessions, coaching from direct as well as secondary supervisors and team members, attendance at meetings and workshops etc.

Information and living condition of Duty station:

General Information	Albania is a small country in the southeastern part of Europe. It is part of the Balkan peninsula together with few other states. It has gone through a lot of positive economic growth during the last years, and it is fast developing towards being a member of the European Union. The UN presence in Albania is strong with 17 representatives' agencies with 7 of them being resident in the country. UNICEF contribution is important and is valued and appreciated a lot by the Government and other national and international stakeholders in the area of child wellbeing and protection. Albania is a vivid country, visited by many foreigners who appreciate a lot the immense beauty of the natural landscapes combined with the warmth and hospitality of Albanian people.
Security	Albania is categorized as a low-risk country especially for the human driven conflict. In terms of natural disasters Albania ranks high especially with regard to earthquakes, tsunamis and draughts. There was a devastating earthquake in November 2019 that caused a lot of damages in infrastructure and loss of human lives.
Housing	There are many opportunities for housing in Albania. One can either rent a flat or a house in the center of the city or go to the suburban areas where there are opportunities to rent villas and apartments in the middle of the greenery. One can use the AirBnb that provides a lot of housing opportunities at reasonable costs or use the rental agencies that operate in the country to find a proper place to live. For UN staff, a security check is being done by UNDSS before arrival to ensure that security precautions and necessary measures are in place for a safe accommodation.
Schools & Childcare	Tirana has a series of international schools which provide various quality programs such as IB, A-levels, etc. Preschools and day care options are also available in English.
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization, the person should apply for a work permit through the National Employment Service with the support of the same hiring organization.

Reporting line of the JPO

The JPO will report to the Education Specialist as showed in the scheme and will work very closely with the Adolescent Development Officer as part of the same outcome and programmatic cluster on School Aged Children.



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: JPO (HR Officer) in education and Youth Programme
 Supervisor Title/ Level: Education specialist, NOC /P3
 Organizational Unit: Education Programme Section
 Post Location: Tirana Country Office Albania

Job Level:
 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:

The Education and Adolescents Sector in Albania *is seeking donor support for the funding of a JPO position in Albania* Country Office where education and skills building is a major/key component of the Country Programme. The key function of this position is to strengthen UNICEF delivery of results for adolescent boys and girls across Goal 2 (Every Child Learns) through technical support and development of programmes and strategies. The JPO officer will have a background on HR and will support delivery of results for boys and girls, through both formal and alternate pathways focusing on skills development.

More concretely the JPO will support with coaching and mentoring approaches and HR tools to major programs of the government and UNICEF such as Youth Guarantee and mentorship schemes for young people, by working closely with Ministry of Youth and Children, Ministry of Economy and UNICEF.

The post holder will support the country office to design strategies, tools and guides, provide mentoring and coaching for improving the delivery of skills building programs and employment opportunities for young people within the Youth Guarantee Program supported by EU and implemented by UNICEF and UNDP in Albania.

Purpose for the job: The JPO Officer reports to the Education Specialist for supervision. The JPO provides professional technical, and operational assistance to support education and adolescents programming through implementing HR approaches. He/she is responsible for preparing, executing, managing, and implementing technical and operational tasks to support young people's access to, and learning.

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

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

1. Support to Education and Adolescents programme development and planning from an HR perspective.
2. Conduct **data gathering and data analysis to identify specific needs and challenges faced by youth** in accessing employment, training, and mentorship opportunities under the Youth Guarantee program.
3. **Conduct skills gap analysis** - identifying the skills and competencies young people need to succeed in their roles.
4. Contribute to the **design of mentorship frameworks** for flagship programs like UPSHIFT. Tracking the progress of young people through these programs and make adjustments to ensure they remain effective.
5. Support in **designing and fundraising for setting up youth-friendly hubs within employment offices** that provide comprehensive support services, including access to job listings, training programs, and one-on-one mentorship sessions.
6. **Collaborate with internal colleagues and external partners**, including government agencies, NGOs, educational institutions, and local businesses, to collect, analyze, and share information on the **implementation of Youth Guarantee and mentorship programs**. Ensure clear communication channels to address challenges and optimize program delivery.
7. **Identify routine implementation challenges**, such as low mentor engagement or gaps in youth participation and propose targeted solutions. Prepare detailed reports outlining these issues and recommendations and submit them requiring strategic adjustments. Maintain a record of reports and assessments to capture lessons learned and best practices for future program planning.
8. **Participate actively in monitoring and evaluation activities**, including field visits, program reviews, and annual sectoral assessments with government counterparts and other stakeholders. Prepare detailed minutes and reports on outcomes, highlighting successes, challenges, and actionable follow-up points for further improvement.

9. **Track and report on program resource usage**, including financial expenditures, administrative assets, and human resources. Verify compliance with approved allocations, organizational rules, and donor requirements, ensuring that resources are managed efficiently and effectively. Report any discrepancies or issues to management and stakeholders, and coordinate follow-up actions to address unresolved issues promptly.
10. **Prepare draft inputs for program and donor reports**, ensuring accurate and comprehensive documentation of program progress, achievements, and impacts. Include success stories from youth participants and feedback from mentors to demonstrate the effectiveness of the Youth Guarantee and mentorship initiatives, highlighting areas for continued investment and development.
11. **Undertake field visits and surveys and share information with stakeholders to assess progress** and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
12. **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 education related issues to support programme implementation, operations and delivery of results.

IV. Impact of Results

The efficiency and effectiveness of the support provided by the JPO in the Youth Guarantee and mentorship programs directly contribute to the achievement of sustainable outcomes, enhancing the employability and career prospects of young people in Albania. The success of these programs, demonstrated through increased youth participation, improved mentorship experiences, and higher rates of job placements or further education, strengthens UNICEF's role as a trusted partner in youth empowerment.

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 (2)
- Planning and organizing (2)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: Human Resource Development or Organizational Management education, psychology, sociology, or another relevant technical field.
Experience:	<p>A minimum of two years of professional experience in HR or/ and youth and education programming</p> <p>Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.</p>
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.