



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

**UNICEF Kyrgyzstan Country Office**

**Education Officer (JPO)**



**Training and Learning Plan**

- ✓ Participation in a one-week JPO Induction Programme with UNICEF HQ;
- ✓ 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, Career Counselling and Career transition programmes;
- ✓ Opportunities of field missions and/or a possible stretch assignment to another UNICEF office during and after the 2<sup>nd</sup> year


In addition, the JPO (Education Officer) for UNICEF Kyrgyzstan will benefit from the following specific learning opportunities:

- ✓ The JPO will be supervised by the Chief of Education and ADAP Programme (P4). The Chief has more than 14 years of experience in education research, policy advice, advocacy and programme management in both development and humanitarian contexts. The Chief has played technical and managerial leadership roles at UNICEF in different regions and gained extensive experience of coaching and development of young professionals to further thrive as an expert within UN system. Indeed, the Chief served as a mentor for a JPO based in UNICEF HQ for the period between 2022 and 2023 and provided her with advice on continuous professional development and learning, work-life balance, and potential career pathways.

- ✓ The Chief used to be a JPO (Education Officer) at UNICEF Kenya Country Office in 2011-2013. With his past JPO experience, the Chief can also play a mentor role for the new JPO post holder, providing practical advice and support in areas of JPO's professional development, career pathways, and preparation for quality applications (i.e. refinement of CV; interview practice etc).
- ✓ Upon deployment, Education Officer will have an individual induction session with the Chief to discuss and clarify the scope of work and assignments for the initial year of JPO period.
- ✓ The overall performance of Education Officer will be assessed in line with UNICEF's Performance Review (PER). Education Officer will be able to set a quarterly PER session with the Chief to ensure that his or her assignments are on track and necessary adjustments are made in case of unexpected events/challenges. In the PER, Education Officer will not just receive performance feedback but can also seek advice ranging from strategic and programmatic guidance, relationships/communication with internal colleagues and external partners, professional learning opportunities, as well as career consultation.
- ✓ Education Officer will primarily be a member of UNICEF's Education and Adolescent Development & Participation (ADAP) section, but will also work broadly with UNICEF Child Protection section, Health section (including Climate Change) and other section members in an inter-disciplinary and cross-sectoral manner.
- ✓ Education Officer will attend monthly programme meetings, monthly section meetings and other technical consultation meetings. He/she will attend relevant technical dialogues with external partners, such as government officials (i.e. line ministry counterparts), municipalities, UN agencies, research institutes, implementing partners (i.e. NGOs/CSOs) and donor agencies.
- ✓ The potential for retention at UNICEF Kyrgyzstan rests largely on the JPO's performance evaluation and funding availability. The scope of work by JPO (Education Officer) at UNICEF Kyrgyzstan entails high quality proposal development and donor relations for financial resource mobilization. The successful partnership development and fund raising, contributed by JPO, can increase an opportunity for JPO to retain and thrive within the office even after the two-year JPO assignment.



**Information and living condition of Duty station: [For Filed Office locations only]**

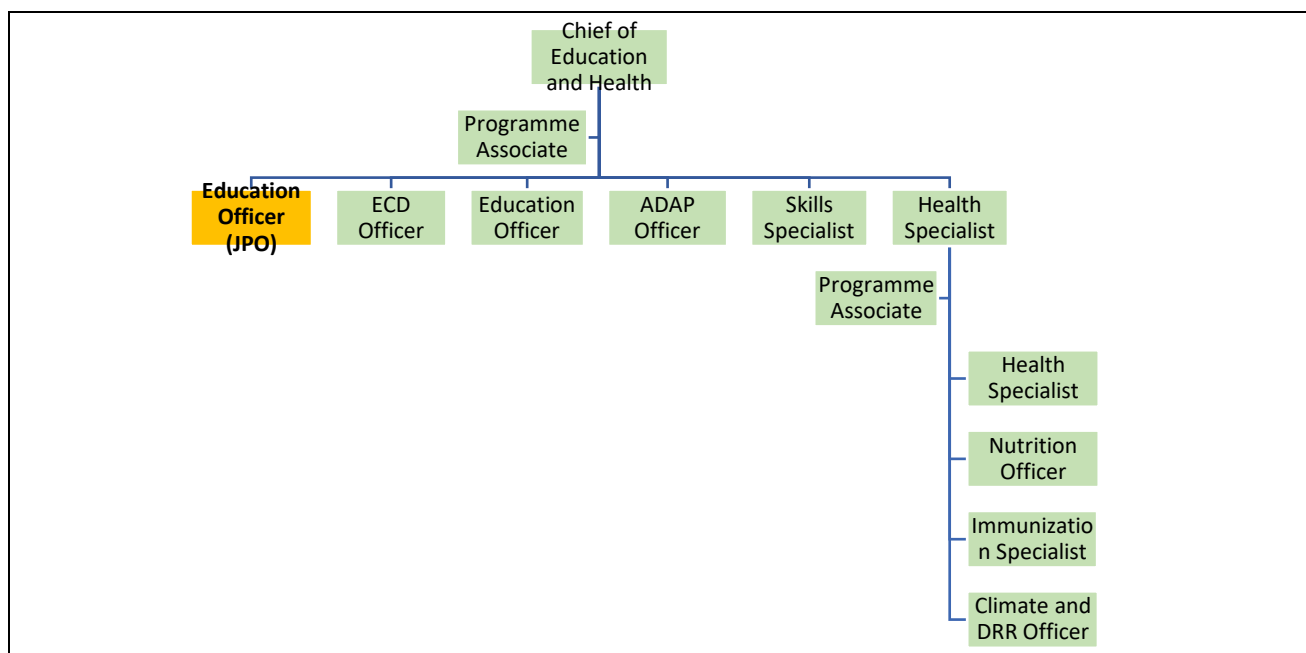
General Information	<p>Kyrgyzstan, officially the Kyrgyz Republic, is a country in Central Asia. Landlocked and mountainous, Kyrgyzstan is bordered by Kazakhstan to the north, Uzbekistan to the West and Southwest, Tajikistan to the Southwest and China to the East. Kyrgyzstan is often referred to as 'the Most Beautiful Country in the World'. Hidden in the depths of central Asia, the yawning valleys, rolling alpine meadows, glistening alpine lakes and abundant wildlife of Kyrgyzstan really do make it one of the world's most stunning holiday destinations. You can go trekking amongst the towering 7,000m peaks in the Central Tien Shan, travel to the multi-coloured Osh Bazaar and sample shashlyk and laghman, or take a trip to the enormous alpine Lake Issyk-Kul.</p> 
Security	<p>Kyrgyzstan is considered a safe country. There are no specific security arrangements in place. All staff have a radio and there is a weekly radio check. This is due to the need to be prepared for possible communications outages during elections. This is rare but important to be prepared. All UNICEF international staff members, including JPO, will be given a security brief by UNDSS at the beginning of the deployment.</p>
Housing	<p><u>Location of the work place</u> UNICEF main office is located at the UN House in the centre of Bishkek, at the intersection between Manas and Chui avenue. It is well situated for any of the main residential areas. All areas within a 30-minute walk of the office are safe residential areas. Further to the south, towards the mountains, you will find larger houses with gardens and apartments. These are approximately a 45-60 minute walk or 20-30 minute drive from the office.</p> <p>Many expatriates living in the city centre use taxis (Yandex is the most commonly used and is the local equivalent of uber). A private vehicle is recommended if you plan to travel around the country to explore and hike in the mountains. However, public transport and hire vehicles (without or without a driver) are available. In case you wish to purchase a new or second-hand car, there are several car dealers available in Bishkek (please keep in mind that the process of car registration and insurance must be handled on your own).</p> <p>People do use bicycles and there are bike paths in some parts of the centre of Bishkek. During winter, this might be more challenging due to the snow, though some people do still cycle. Bicycles can be bought from sports shops in Bishkek or sometimes from leaving expats.</p> <p><u>Housing</u> In recent years, luxury style apartment buildings have found their way into the Bishkek skyline, making reasonably-priced, high-standard accommodation options available. Expats can find houses with gardens approximately a 20-minute drive away from the city centre, though these tend to be more expensive. Furnished and semi-furnished apartments are the most common housing options. A semi-furnished apartment may require kitchenware, linen and small appliances, all of which can be bought locally at markets or home furnishing stores. A fully-furnished house will include everything</p>

	<p>needed to live comfortably. There are several agencies in Bishkek with English-speaking agents who can narrow down available properties to suit an expat's budget and preferred neighbourhood.</p> <p>If you chose to live in the south of Bishkek, houses range from \$2,000 and upwards for a three-bedroom house.</p> <p>If you chose to live in the golden square area – which is the central part of Bishkek where most expatriates live and the majority of bars and many restaurants are located – 2 to 3 bedroom apartments will cost between \$1,200 to \$1,500 per month. They are not fully serviced. Bills, including electricity, water, gas and internet average about \$100 per month getting higher in the winter when district heating and hot water comes on. A cleaner will cost anywhere between 1,000 som and 2,000 som per hour. Landlords will be able to recommend someone.</p> <p><u>Cost of Living</u></p> <p>It is not easy to indicate the cost of living. Below is the estimate from an open source in the internet: A family of four estimated monthly costs are approx. \$1,500 without rent and education. A single person estimated monthly costs are approx. \$400 without rent.</p>
Schools & Childcare	<p>Most of international staff's children attend international schools with an academic system (International Baccalaureate) that is widely recognized abroad – for instance, Bishkek International School. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids aged 2-5 years. It is advisable to ask your embassy in Bishkek or expats within international organizations as to which schools are available and suitable.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners may be available but limited. If hired by any organization, a work permit must be applied for through the hiring organisation.</p>

**Reporting line of the JPO** [Please insert an org chart that is showing the reporting line of the JPO]

**Number of Staff:** Total (50), International (5)  
**URL:** <https://www.unicef.org/kyrgyzstan/>





\*\*\*You may use the GJP or use the Specific JD for the below sections\*\*\*



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Education Officer  
Supervisor Title/ Level: Chief Education and ADAP, P4  
Organizational Unit: UNICEF Kyrgyzstan, Programme  
Post Location: Bishkek, Kyrgyzstan

Job Level: P2  
Job Profile No.: n.a.  
Job Classification Level: n.a.

### 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 has been working to promote and protect children's rights in Kyrgyzstan since 1994. UNICEF Kyrgyzstan has a total of 50 staff spread across two offices, with the country office located in Bishkek in the northern part of the country, and a field office located in Osh, in the southern part of the country. The country programme covers four overarching sections; i) Education and ADAP (Adolescent Development & Participation), ii) Health, iii) Child Protection and iv) Social Policy. Key cross-cutting areas of work include response in emergencies, climate change, environmental health, disaster risk preparedness, children with disabilities and youth.

**Purpose for the job:**

Under direct supervision of Chief Education and Health (P4), the JPO (Education Officer) will be responsible for the following key functions/accountabilities:

1. *Support to education system strengthening and digital transformation*
2. *Support to UNICEF education programme development and management*
3. *Strengthening of section knowledge management and resource mobilization*

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

1. Support to education system strengthening and digital transformation (40%)
2. Support to UNICEF education programme development and management (30%)
3. Strengthening of section knowledge management and resource mobilization (30%)

Under direct supervision of Chief Education and ADAP (P4), the JPO (Education Officer) will be responsible for the following key functions/accountabilities:

**Support to education system transformation (40%)**

- Work closely with the Chief of Education and the Education Officer (NOB) to support the Ministry of Education and Science (MOES) in managing and strengthening the partner mapping and results monitoring mechanisms for the national education reforms called Altyn Kazyk (Polar Star).
- Take the initiative in developing and managing the project management tools for the Global Partnership for Education (GPE) programme (namely, System Capacity Grant and Multiplier Grant) for project monitoring and budget execution purposes in coordination with the Chief and the NOB Education Officer.
- Take stock of and document good practices and lessons learned regarding UNICEF's technical leadership in advancing the curriculum reform, teacher professional development and disability inclusive education in coordination with UNICEF Kyrgyzstan Country Office, Regional Office, and NY Headquarters, and other partners.
- Explore a model of digital transformation in the education sector, including the function of AI in education information management, school connectivity, and online teaching learning practices in coordination with line ministries, development partners and private sector companies.
- Provide support to MOES in strengthening OpenEMIS data collection, analysis, visualization and data use for education planning and equity-focused programming.
- Provide support to Coordinating Agencies (Aga Khan Foundation and USAID) in planning and organizing the Joint Sector Review in the agenda setting, logistics, and government coordination.

**Support to UNICEF education programme development and management (30%)**

- Work closely with other section colleagues in developing and managing project monitoring tools and results trackers for UNICEF's Education and ADAP programme, especially focusing on progress towards annual workplans and availability of target disaggregated by sex and disability, and update

the Chief about the progress of the initiatives on a monthly basis.

- Set the bi-annual and annual targets to be reached and measurable indicators for specifically assigned projects (i.e. GPE System Capacity Grant, FCDO's learning assessment etc).
- Manage the project budget relevant to the assigned education initiatives in coordination with Education and ADAP team to ensure that the relevant funding sources are fully utilized in compliance with the donor conditions.
- Plan and organize technical coordination meetings with counterparts (i.e. line ministries, UN agencies, CSOs/NGOs) to ensure that responsible projects are on track and able to deliver expected outputs as planned. In case modification is needed, initiate consultation with stakeholders and take necessary action to put the projects back on track.
- Design and organize a project evaluation to assess the effectiveness (including feasibility, cost efficiency, impact etc) of the model cases of youth life skills and green skills development.

#### **Strengthening of section knowledge management and resource mobilization (30%)**

- Map out the existing and potential donor agencies (including embassies, multi- and bilateral agencies, private funds etc) in order to identify the donor prospects, available grant schemes and technical partnership opportunities for UNICEF Kyrgyzstan programme – especially in areas of Education and ADAP.
- Contribute to strengthening the section's knowledge management and resource mobilization by developing/drafting high-quality concept notes, funding proposals and donor reports, as well as UNICEF internal products (i.e. Country Office Annual Report and Results Assessment Module).
- Proactively engage in donor relations meetings and forums (including UN-related webinars) to understand the recent global and regional donor landscape and dynamics.

## **IV. Impact of Results**

In Kyrgyzstan, UNICEF is a technical leading agency in the education sector in coordination with the Ministry of Education and Science (MOES) and other stakeholders. The MOES, UNICEF and other local education group have formulated [Partnership Compact](#) in accordance with the 2022 UN Transforming Education Summit (TES) Country Commitments (see [Joint efforts accelerated towards education transformation in the Kyrgyz Republic | UNICEF Kyrgyzstan](#)). Informed by these initiatives and policy dialogues in the Joint Sector Reviews, the Government of Kyrgyzstan has sought to advance the national education transformation vision called Altyn Kazyk. The assignments designated for UNICEF Kyrgyzstan JPO (Education Officer) are envisaged to contribute to accelerating UNICEF's support for the priority work set in Altyn Kazyk and the national education strategy. The successful results to be delivered by JPO under supervision by the Chief would lead to positive impact on programme effectiveness in line with those national frameworks and UNICEF's key priority areas.

## **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> </ul>	<p><b><u>Functional Competencies</u></b> (please use GJP as reference):</p> <ul style="list-style-type: none"> <li>• Persuading and influencing (1)</li> <li>• Applying technical expertise (1)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	A university degree in one of the following fields is required: education, international development, economics, sociology, public relations or another relevant technical field.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: social development programme planning, education, public advocacy or another related area.</p> <p>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 (Russian or Kyrgyz language) is considered as an asset.