



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

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

- ✓ Participation in programmatic and administrative group training organized by Refugee response Office or Regional Office
- ✓ Participation in thematic (Education, Adolescent Development, Child Protection, Social Behaviour and Change, etc.) training and seminars organized by the Regional Office, Refugee Response Office, Partners

The JPO will also experience learning:

- ✓ Through multi-sectoral team interactions, the JPO will work on various topics such as child protection, health, and education, gaining a wide range of expertise relevant for a career in UNICEF and the broader development sector.
- ✓ Through playing a coordinating role with external partners and stakeholders for the purpose of research data collection and knowledge dissemination agencies
- ✓ Through working directly under the Country Coordinator and with the Programme and Social Policy Specialist and Monitoring and Reporting Officer as well as Regional Specialists on monitoring and reporting tools and methodologies.

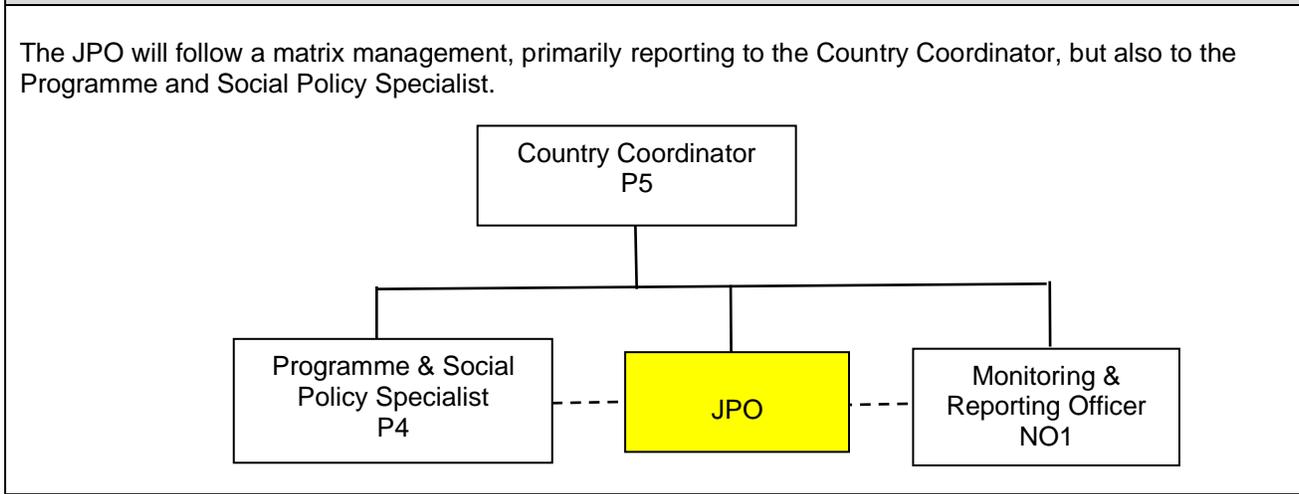
- ✓ The supervisor of the JPO position is the **Country Coordinator (P5)**, with matrix management support from the Programme & Social Policy Specialist (P4). The supervisory team brings extensive expertise and experience in people management within UNICEF and complex programmatic environments. This structure allows the JPO to receive guidance and feedback from high-level professionals experienced in:
 - ✓ **Leadership in Complex Humanitarian Settings:** With UNICEF's involvement in the Ukrainian Refugee Crisis, the supervisory team has managed a variety of response activities, requiring a nuanced approach to team coordination and stakeholder management.
 - ✓ **Matrix Management:** The matrix reporting structure exposes the JPO to a dual guidance system, which not only enriches their learning experience but also showcases effective cross-functional collaboration and management.
 - ✓ **Results-based Management (RBM):** The supervisory team has a strong background in RBM, essential for UNICEF's operations, ensuring the JPO receives support in planning, monitoring, and reporting tasks aligned with organizational and regional standards.
- ✓ The **national officer** in the team will be supporting and complementing the work of the JPO, leveraging local expertise, networks, and operational understanding. Likewise, providing nuanced insights into local customs, cultural sensitivities, and community behaviors, helping the JPO adapt approaches to be more contextually appropriate.

The UNICEF Refugee Response Office in Poland offers the JPO a dynamic environment to develop their careers and contribute meaningfully to humanitarian efforts. The experience and skills acquired here can significantly enhance future career prospects within UNICEF and the broader international development sector.

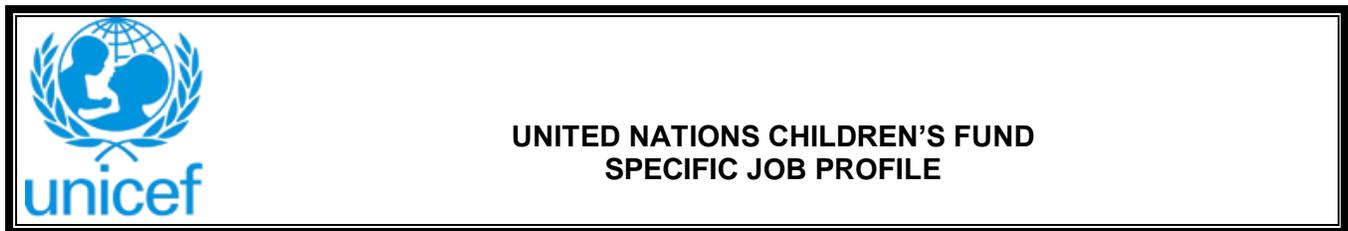
Information and living condition of Duty station: [For Field Office locations only]	
General Information	Established shortly after the war in Ukraine escalated in February 2022, the UNICEF Refugee Response Office in Poland has been working together with civil society and government partners at the local and central levels to strengthen systems, expand and adapt existing services, support policy development, provide technical expertise and capacity building. Two years on, we continue to work together to ensure refugee children and adolescents in Poland continue learning, families stay healthy and safe, and that best interests of all children, including the most vulnerable, are always prioritized in decision-making. The office is located in Warsaw.
Security	The security Level in Poland is 1 (Minimal). Petty crime and theft are possible, and alertness is required. Present and projected risk levels are LOW. Demonstrations are quite frequent but usually well-organized and generally peaceful. Traffic disruptions are possible. (Reference: UNDSS Advisory)
Housing	Different types of high quality, affordable and short/long-term accommodation are available. Apartments are the most common form of housing in cities like Warsaw and are often found in both modern high-rise buildings and older tenement houses. A substantial rental market exists, catering to both locals and expatriates. These could be furnished and/or fully serviced, or unfurnished. Advertisements of rental opportunities are also posted on several rental websites such as https://www.otodom.pl/ and real estate agents abound.
Schools & Childcare	Warsaw hosts several international schools catering to expatriates and families seeking an international curriculum. These schools typically follow curricula from their home countries (e.g., British, American, or French). There are Nurseries (Żłobek) and Preschools (Przedszkole) that offer structured activities, socialization, and preparation for primary school. Many private childcare facilities offer various programs, including bilingual education, Montessori, or Waldorf approaches. These options cater to different educational philosophies and parental preferences.

Work for spouses & partners	Work opportunities for spouses/partners are limited. However and often depends on the nationality of the spouse or partner. If hired by any organization, a work permit must be applied for through the same hiring organization.
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Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]



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



I. Post Information	
Job Title: Monitoring and Reporting Officer Supervisor Title/ Level: Country Coordinator/P5 (matrix manager Programme & Social Policy Specialist/P4) Organizational Unit: Programme/PMR Post Location: Warsaw, Poland	Job Level: P2 Job Profile No.: 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:

As part of its comprehensive response to the Ukrainian Refugee Crisis, UNICEF Refugee Response Office (RRO) in Poland aims to strengthen its planning, monitoring, and reporting function. The RRO is seeking donor support for the funding of a JPO position that will provide critical support to the generation of timely and relevant reports to inform key programmatic decisions. Under the guidance of the Country Coordinator, the JPO coordinates and facilitates the RRO's planning and monitoring process. He/sheworks closely with other UNICEF programme sections, the Regional Office and relevant external partners to design and implement prioritized and realistic planning & monitoring activities, that provide all the relevant and strategic information needed to manage the Office Programme and adhere to organizational planning and reporting requirements.

S/he is also responsible for producing monitoring tools and reports based on quality data and information compiled, analyzed and disseminated with the participation of all concerned partners, to assess progress towards expected annual and multi-year results.

The incumbent will also be responsible for organizing and supporting the delivery of specialized training, including the design of materials and methods (especially on RBM).

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

1. Programme Planning

Support the Poland Office and national partners to develop equity-focused and results-based Programmes and workplans with measurable indicators and targets aligned with the Refugee Response Plan and other guiding documents that provide the basis for implementation, performance monitoring and reporting.

Duties & Tasks

- Provide support to the Country Coordinator on the full spectrum of planning-related responsibilities. Special support will be required in the development of the programme frameworks including indicators, baselines and targets which will form the basis for future monitoring and reporting.
- Organise and manage annual/mid-year/mid-term/end-term performance reviews ensuring consistency with objectives and goals set out in the program documents.
- In close collaboration with programme sections, effectively monitor and report on intersectoral programme results, cross-sectoral programme component results to facilitate programme coherence and convergence.

2. Programme Monitoring

Ensure that the Office has quality information to assess progress towards expected results established in programs and work plans.

Duties & Tasks

- Provide technical support to ensure that a set of programme performance indicators is identified and adjusted as necessary, with inputs of all concerned partners to assess progress towards expected annual results in the context of Humanitarian Program Documents (HPDs) and Work Plans.
- Coordinate with partners to ensure that monitoring systems are properly used, and that data collection and analysis from field visits are coordinated and standardized across programmes to feed into programme performance monitoring.
- Lead the development of programme monitoring frameworks for cross-sectoral and convergent programming.
- Provide technical support to the programme staff to roll-out programme monitoring mechanisms including mid-year and annual reviews, mid-term reviews, and strategic moments of reflection, to record the progress and identify potential bottlenecks to be addressed by the programme sections and field offices.

3. Reporting

Ensure that internal and external partners (Regional Office, HQ, donors and national counterparts) regularly receive up-to-date and accurate information on the programme results produced by the Country

Office.

Duties & Tasks

- Analyse planning, monitoring and key programme performance indicators, and provide inputs to management reports including the relevant reporting, as well as reporting on SMQs and KPIs among others.
- Provide regular updates to the UNICEF monitoring/reporting platforms (RAM etc.) as well as on ad hoc requests from the Regional Office/HQ, and support programme sections in RAM-related reporting.
- Collaborate closely with the Sections Chiefs to ensure quality assurance to donor and Poland Office reports, proposals, and CSO programme documents in line with RBM principles, with emphasis on equity and gender considerations.

4. Planning, Monitoring and Reporting Capacity Building.

Ensure that the planning, monitoring, and reporting capacities of Office staff and national partners – government and civil society – are based on relevant and updated evidence and adhering to RBM principles thus enabling them to more effectively engage in planning and monitoring processes.

Duties & Tasks

- Promote awareness and understanding of the shared responsibility of RBM among staff members, and national partners through communication, training, learning and development activities organization-wide.
- Support the Planning and Monitoring Section in the development and implementation of a strategy/approach for RBM capacity building through a participatory process with sectoral and zonal staff as well as a national partner.
- Support the conduct of quality reviews of donor proposals and reports, as well as draft HPDs, and PCAs, from an RBM perspective.

IV. Impact of Results

The JPO post is critical to apply standardized approaches and models in planning and monitoring in line with regional and HQ guidance and procedures. It is also expected to develop and apply innovative approaches, techniques, and policies to planning and monitoring processes.

The efficiency and efficacy of support provided by this post to the office and wide range of stakeholders contribute to the successful planning and execution of evaluation efforts that in turn result in the improved country office and national stakeholders' development planning, performance and achievement of concrete and sustainable results.

Effective implementation of planning, monitoring and evaluations enhances UNICEF's capacity and credibility in delivering highly effective programs and concrete and sustainable results that directly improve services to vulnerable mothers and children in the country.

V. Competencies and level of proficiency required

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with no supervisory responsibilities)

- 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)

- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: Economics, development economics, social sciences, public health, international development, public policy, research methods, or another relevant technical field where research methods (both quantitative and qualitative) were an integral part of the training.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: Research in development, including design of research methods, ideally in child development; quantitative data analysis and reporting, data management and experience in using statistical packages such as Stata, R or equivalent</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 is considered as an asset.