



UNITED NATIONS CHILDREN'S FUND
JPO Request Form
Child Protection Knowledge Management and Communications Officer



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:

- ✓ The prospect to build relationships and develop networks at UNICEF HQ and throughout the organization
- ✓ Working with a highly experienced supervisor with experience working with UNICEF country and regional offices
- ✓ Working on topics across Child Protection and with other sectors

Career prospects and potential for retention

- ✓ UNICEF has many junior positions in advocacy and learning and these are found in all types of offices throughout the world. The position will also provide ample networking opportunities and exposure to professionals throughout the organization so the JPO can develop professional contacts.

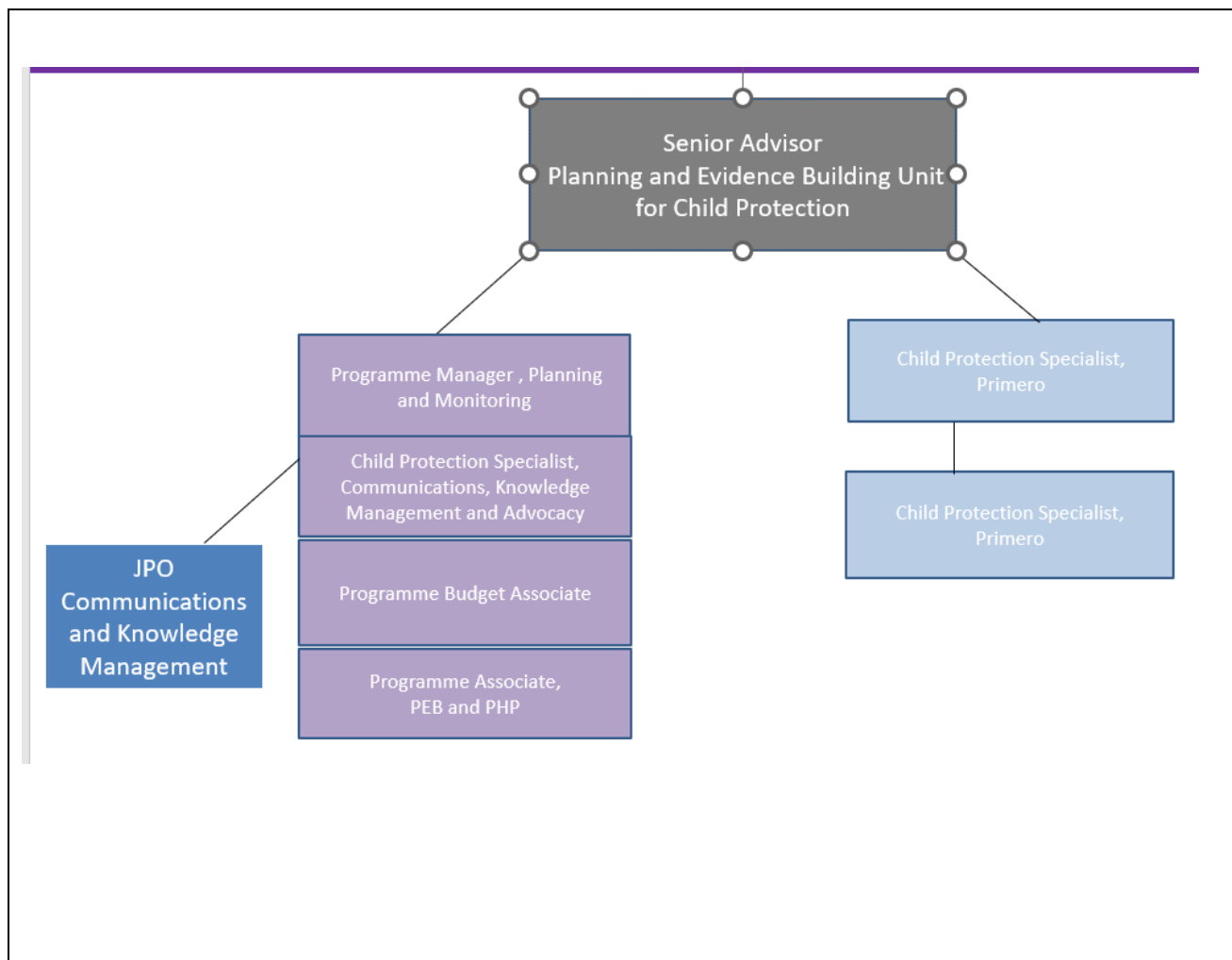
Supervisor's experience in coaching and development of young professionals

- ✓ The supervisor of this position has supervised young professionals throughout her career serving as a mentor to many. Some of these young professionals have gone on to develop careers in the UN and other international organizations working on human rights throughout the world. The team has several JPOs and formal mechanism are in place for supporting each other. The JPO will be part of a community of practice with other colleagues working in the same area, which will offer opportunities for further learning and exchange.

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

General Information	<i>Nairobi is now one of the most prominent cities in Africa politically and financially. Home to thousands of Kenyan businesses and over 100 major international companies and organizations, including the United Nations Office in Nairobi (UNON), Nairobi is an established hub for business and culture. UNICEF is in the process of relocating many of its programme staff to Nairobi. The UNICEF Child Protection Programme Team will establish a significant presence there in the coming year.</i>
Security	<p>Please provide information on the level of security at the duty station.</p> <p><i>The Security Level in Nairobi is classified as Moderate (Level 3) as per the UN security management system in Kenya. Terrorism is one of the security challenges to UN operations in Nairobi.</i></p>
Housing	<p>Please provide information on housing at the duty station.</p> <p><i>Different types of long-term accommodation are available in Nairobi: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Advertisements of rental opportunities are also posted at UNON Bulletin Board: http://www.unon.org/motd</i></p> <p><i>The UN Security Team will support with selection of appropriate housing.</i></p>
Schools & Childcare	<i>Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your embassy in Nairobi which schools your compatriots prefer for their kids.</i>
Work for spouses & partners	<i>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. There is a large and thriving technology sector in Nairobi, along with a large presence of UN and other global development organizations.</i>

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



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: Communication Officer - Advocacy and Learning
Supervisor Title/ Level: Knowledge Management and Communications Specialist
Organizational Unit: PEB
Post Location: Nairobi, Kenya

Job Level: P2
Job Profile No.: tbd
Job Classification Level: tbd

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 Child Protection Planning and Evidence Building Team is responsible for global communications and knowledge management across the Child Protection sector. It supports all child protection thematic priorities (i.e., violence against children, child marriage, justice for children, etc.) with their communications and knowledge management functions.

Purpose for the job:

The Child Protection Programme Team (CPPT) at UNICEF is seeking donor support for the funding of a JPO position for 2024-2025 that will provide critical support for the accelerated implementation of the current Child Protection Strategy. The JPO will support the CPPT with specific knowledge management and communications tasks which will contribute to overall sector initiatives and foreseen outputs. The JPO will be under the general supervision of the Advocacy, Communications and Knowledge Management Specialist in the Planning and Evidence Building Unit of the Child Protection Programme Team and will also collaborate closely with other members of the Child Protection Programme Team in Nairobi and New York Headquarters. Overall, the funding of this position will provide much-needed support for the organization's strengthened commitment to the promotion of child protection and the advancement of the Sustainable Development Goals.

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

Under direct supervisor of Advocacy, Communications and Knowledge Management Specialist in the Planning and Evidence Building Unit of the Child Protection Programme Team (P4) the JPO will be responsible for the following key functions/accountabilities:

Area 1: Supporting Child Protection Communications Products

- The JPO will help create an internal monthly bulletin for Child Protection based on inputs from colleagues throughout the organization.
- The JPO will help to identify and draft content for Child Protection Updates for donors.
- The JPO will review donor reports and other section documents to ensure strong comms approach, support with development of presentations and to major events
- The JPO will help develop communications strategies to support advocacy priorities

Area 2: Developing Social Media Content

- The JPO will develop content for daily posting on Twitter and weekly posting on LinkedIn.
- The JPO will develop social media packages for key publications and events.

Area 3: Updating of CP SharePoint and Webpages

- The JPO will keep both platforms up to date with latest developments and publication and will ensure a consistent and user-friendly design for both.

Area 4: Support Primero (Information Management System for Child Protection) Communications & Community Development

- The JPO will assist the Primero team in developing a communications strategy and helping in the implementation of this strategy.
- The JPO will assist the Primero team in developing a community engagement strategy and helping in the implementation of this strategy, including support for the Primero Global Meeting.

IV. Impact of Results

The work of the JPO will result in greater global knowledge and attention to child protection issues, both internally within UNICEF and externally. It will also contribute to further progress on our child protection advocacy priorities and to position UNICEF as a thought leader in this sector; as well as to ensure that child protection colleagues have access to and awareness of the latest learning and resources to inform their efforts.

V. Competencies and level of proficiency required

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • 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) 	<p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • Applying technical expertise (1) • Learning and researching (1) • Planning and organizing (1) • Persuading and influencing (1)
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VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: social and behavioral science, sociology, anthropology, psychology, education, communication, 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: communications, advocacy, knowledge management, public relations or marketing 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 is considered as an asset.