



**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:

- ✓ UNICEF organizational policies and procedures in enterprise risk management, programme and operations management.
- ✓ Interactions with country offices in the region through support and guidance on all aspects of risk management and compliance.
- ✓ Exposure to and hands-on learning in UNICEF's Eastern and Southern Africa Regional Office, and an opportunity to work with colleagues in different areas, including emergency, programmes, communications, social policy, and operations, among others.

Career prospects and potential for retention:

- ✓ The selected candidate will have a high potential for career advancement and retention, given exposure to diverse work environments, including Regional Office (RO) and 21 Country Offices (CO) in the region, and relevant HQs divisions. This exposure will allow the candidate to shape their skills and experience and prepare for an increasing demand for robust mid-level capacity in critical areas such as risk management and compliance.

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

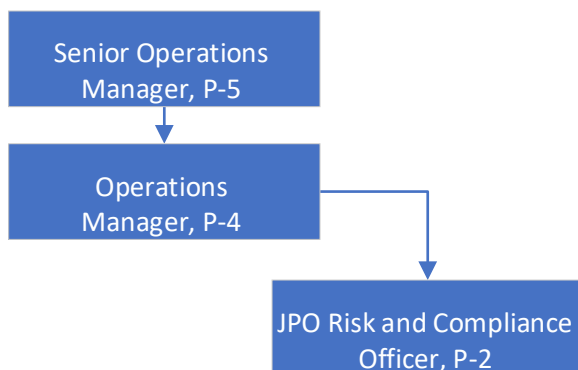
- ✓ The appointed JPO will benefit from the guidance and mentorship of a highly skilled professional with wide and diverse experience at the United Nations. The supervisor will have a proven track record in excellent management/leadership (including coaching and professional development), operations

management, financial management, governance and internal controls, risk management and compliance, both at the country and HQ levels.

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

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| General Information | Nairobi is a beautiful city with a diverse international population and a vibrant arts and culture scene. Home to thousands of Kenyan companies and over 100 major international businesses and organizations, Nairobi is also the location of UNICEF's Eastern and Southern Africa Regional Office, which coordinates and supervises UNICEF's work in 21 countries across the region. Details on the duty station are available here . |
| Security | Nairobi is large vibrant city. However, as with all such cities, it is advisable to take necessary precautions and exercise common sense in light of certain security concerns. Be vigilant when going about your daily life. Crimes like armed robberies, phone and property snatching, car thefts, theft of valuables from vehicles, petty theft by domestic servants, and internet fraud are common. Threat advisories for terrorism generally occur in the northeastern region of Kenya, outside the Nairobi metropolitan area. |
| Housing | Different types of long-term accommodation are available in Nairobi, including standalone houses, houses in gated compounds, and apartments. These can be furnished, fully serviced, or unfurnished. While UN staff are required to live in neighborhoods within the UN Blue Zone for added security, ample housing is available in this area. Further details and support will be provided by HR prior to arrival in the duty station. |
| Schools & Childcare | The children of most of international staff 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. |
| Work for spouses & partners | Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organisation. UNON has a special office to support the spouses of UN staff in navigating this process |

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: Risk and Compliance Officer
Supervisor Title/ Level: Operations Manager
Organizational Unit: Operations
Post Location: Nairobi, Kenya, Eastern & Southern
Africa Regional Office (ESARO)

Job Level: P-2
Job Profile No.:
Job Classification Level:

II. Strategic Office Context and purpose for the job

Strategic office context: [\[Office Context and JPOs Contribution to the Organization\]](#)

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. Therefore, 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.

Purpose for the job:

The Operations team within UNICEF's Eastern and Southern Africa Regional Office (ESARO) is seeking support to fund a JPO position for 2025-2026 to provide critical assistance in risk management and compliance to a region with significant and complex programmatic and operational risks and challenges which require a dedicated position to support the Senior Managers in making sure that resources are continuously, effectively and efficiently geared towards achieving results for children. The region has experienced a number of protracted emergencies, including a multi-year drought crisis in the Horn of Africa (Ethiopia, Somalia, and northern Kenya), severe flooding (in South Sudan, Madagascar, and Mozambique), and a growing number of public health emergencies (including Ebola and a regional cholera crisis spanning 11 countries). Predictions of a heightened El Niño beginning in the final months of 2023 are expected to adversely affect several countries in the region that are already dealing with the negative impacts of a polycrisis brought on by inflation, extreme food insecurity, and the limited fiscal space of governments to adequately respond to the needs of children and communities.

The funding of this position will help UNICEF prepare for, respond to, and scale-up our life-saving support by ensuring that our health, water, nutrition, education, and protection sectors have the resources required to meet the needs of the most vulnerable.

Under the supervision of the Senior Operations Manager/Operations Manager, the Risk and Compliance Officer will be supporting the Senior Operations Manager/Operations Manager in strengthening risk assurance and compliance efforts in the context of a large / medium / small scale country office.

He / She will be asked to support in providing complementary expertise, and monitoring related to the management of risks, including but not limited to the development, implementation, and continuous improvement of risk management practices at a process, systems, and entity level.

He / she will ensure the achievement of risk management objectives follows organizational rules and regulations, and acceptable ethical behavior; internal control; information and technology security; sustainability; and quality assurance. Moreover, he / she will provide support in the analysis and reporting on the adequacy and effectiveness of risk management and internal controls.

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

Summary of key functions/accountabilities:

1. Risk management support

- Provide support the office in the annual risk assessment process and support the monitoring, reliability of reports and their compliance with applicable rules and regulations.
- Provide support in the monitoring of risk mitigation action plans.
- Provide support during the office peer reviews process, provide support to office management team in ensuring the risk management approach is embedded in any project/proposal, in office governance committees' review of submissions and in any major decision made by the management.

2. Compliance support

- Provide support in the review of the office systems, procedures and processes for compliance with organizational rules and regulations.
- Support the office in enforcing and strengthening internal controls to ensure that systems are in place to prevent, detect and report non-compliance. Support the process for the preparation of the annual Statement of Internal Control (SIC) by the office;
- Review internal work processes in Programme and Operations to ensure that accountabilities are clear and placed at the adequate levels as per global policies and/or best practices;
- Support the office to ensure smooth preparedness of internal and external audit, conduct a quality assurance and follow-up on the implementation of the recommendations and provides feedback to the management.
- Support in the review the conformity of statutory and non-statutory committees, assess committee members have been trained/oriented on their roles and responsibility.

3. Fraud risk Management support

- Support the management of the office in collecting evidence to respond to OIAI's queries when initially assessing allegations of fraud and misconduct or during actual investigations;
- Support the office, under the leadership of the Operations Manager/Senior Operations Manager, to ensure the implementation of the global anti-fraud strategy, suggest internal fraud prevention mechanisms and alert the management on any fraudulent issues as well as unethical behaviors detected.

4. Create awareness/capacity building

- Support the implementation of a continuous learning and development plan for the Risk and Compliance function.
- Support management in providing staff with access to relevant training and that staff and other personnel understand key UNICEF policies including PSEA, Fraud and Ethics.

5. Any support needed from the regional office

- On request, support the Regional Office in conducting reviews exercises in countries where Risk and Compliance positions are not established, or in supporting any other review in the area of expertise (Peer reviews, assessment...);
- Participate to a network/community of risk and compliance specialists at both regional and global level for experience sharing, updated working documents as well as office rules and policies.

IV. Impact of Results

The Risk and Compliance Officer is expected to be fully knowledgeable in the field of the work, to work with minimum supervision and therefore exercise judgement, take initiatives, establish work priorities and ensure follow-up actions.

The ability to support assessment, mitigation, monitoring, review and reporting on the most significant risks that could potentially harm the organization, is a critical element of UNICEF's risk and internal control performance management framework. Risk management skills are necessary to safeguard UNICEF's reputation, resources, continuity of operations and reputation to fulfill our primary mission to save and protect children, globally.

V. Competencies and level of proficiency required

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| <p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability <p><u>Core competencies skills</u> (please make sure to adjust competency levels depending on supervisory responsibilities)</p> <ul style="list-style-type: none"> • Nurtures, Leads and Manages People (1) • Demonstrates Self Awareness and Ethical Awareness (2) • Works Collaboratively with others (2) • Builds and Maintains Partnerships (2) • Innovates and Embraces Change (2) • Thinks and Acts Strategically (2) • Drives to achieve impactful results (2) • Manages ambiguity and complexity (2) | <p><u>Functional Competencies</u> (please use GJP as reference):</p> <ul style="list-style-type: none"> • Persuading and influencing (1) • Applying technical expertise (1) • Learning and researching (2) • Planning and organizing (2) |
| <p><u>Other skills</u></p> <ul style="list-style-type: none"> • Emotional Intelligence • Managing complexity and change | |

| VI. Recruitment Qualifications | |
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| Education: | A university degree in Business Administration, Finance/Accounting, or Audit is required. Audit, Investigation or Accounting certifications are considered as assets. |
| Experience: | At least 2 (two) years of continuous professional work experience in Risk and Compliance or another directly relevant area, such as internal audit. Experience in financial management, particularly developing and implementing financial control systems, ERM, audits, internal control preferably with international organizations, NGOs and UN. Field experience /familiarity with Emergency. (Depending on contexts). |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language or local language of the duty station may be required. |