



## 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 2<sup>nd</sup> year.

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

- ✓ UNICEF online courses in Agora platform related to Nutrition and Child Development.
- ✓ UNICEF regional and global webinars and workshops, country level workshops and training, as well as global guidelines, reports and research.
- ✓ The post holder will open her/his career to future opportunities in nutrition and child development programming within UNICEF and other UN agencies.
- ✓ Supervisor is an experienced UNICEF staff with experience in mentorship and management.

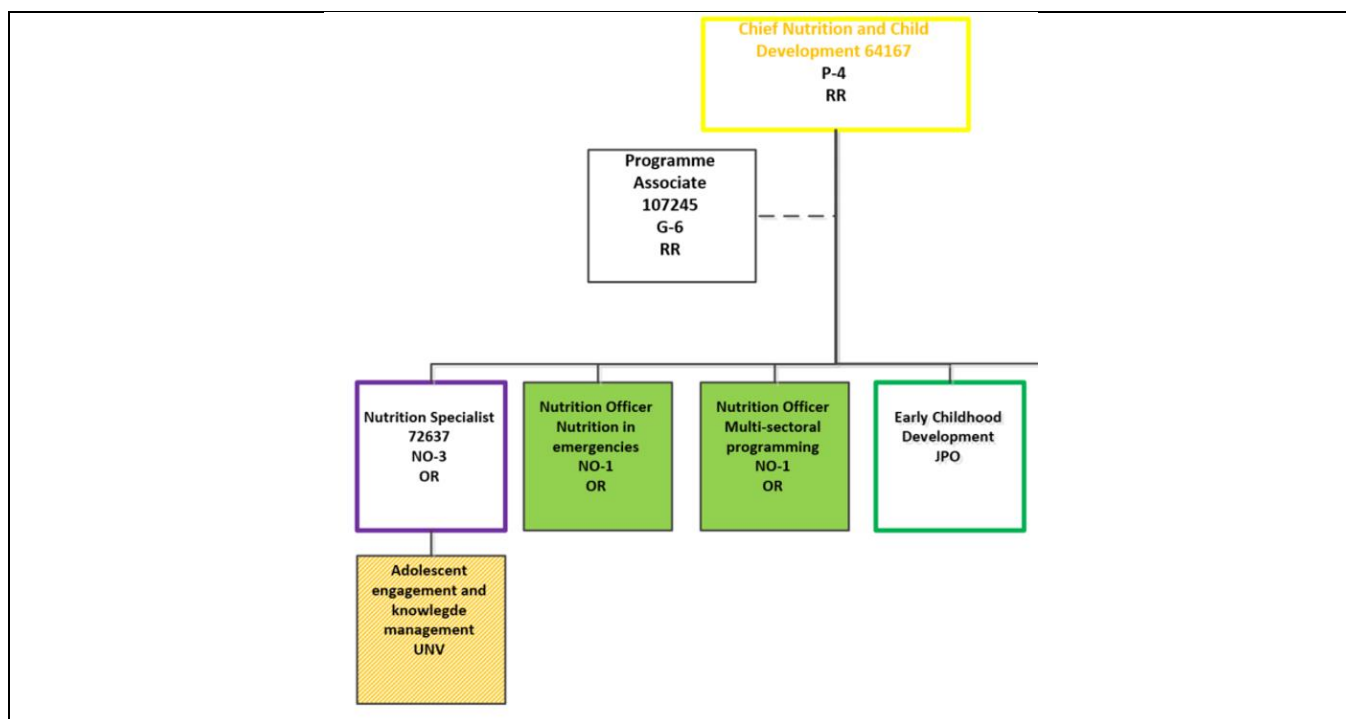
### Information and living condition of Duty station: [For Filed Office locations only]

General Information	Zimbabwe, officially Republic of Zimbabwe (formerly: (1911–64) Southern Rhodesia, (1964–79) Rhodesia, or (1979–80) Zimbabwe Rhodesia) is a landlocked country of southern Africa. It shares a 125-mile (200-kilometre) border on the south with the Republic of South Africa and is bounded on the southwest and west by Botswana, on the north by Zambia, and on the northeast and east by Mozambique. The capital is Harare (formerly called Salisbury). Zimbabwe achieved majority rule and internationally recognized independence in April 1980 following a long period of colonial rule and a 15-year period of white-dominated minority rule, instituted after the minority regime made the Unilateral Declaration of Independence (UDI) in 1965. Victoria Falls, one of the world's biggest and most spectacular waterfalls, is in the country's northwest as part of the Zambezi River. Zimbabwe has some great tourist attractions.
Security	The Security Level in Hare is classified as Low (Level 2) as per the UN security Management system in Zimbabwe. Harare is generally safe but like any big city in the world, faces street crime in terms of pick pocketing and smash and grab incidents.

Housing	Different types of long- and short-term accommodation are available in Zimbabwe; that includes single houses, apartment and rented apartments in gated compounds. These could be furnished and/or fully serviced, or unfurnished. House rentals and prices differ depending on size and location.
Schools & Childcare	<p>Harare International School Founded in 1992, Harare International School (HIS) is an independent, non-profit institution, serving students in Early Childhood 1 (EC 1) to grade 12. HIS is sponsored by the U.S. Department of State, and the educational program is modelled along North American and International Baccalaureate (IB) guidelines. Website: <a href="http://www.harareinternationalschool.com/">http://www.harareinternationalschool.com/</a> or <a href="http://www.his-zim.com">http://www.his-zim.com</a></p> <p>The French education system is also available for pre-school. Please visit the school's website on <a href="http://www.ef-harare.net">http://www.ef-harare.net</a> .</p> <p>There is a wide range of other independent schools that offer high-quality education for pre-school, elementary and secondary-age children, both in Harare and in other large cities. Some are listed below (not an exhaustive list):</p> <p><a href="#">Home Page - Hellenic Academy</a>  <a href="#">Arundel School</a>  <a href="#">Chisipite Senior School</a>  <a href="#">Home   Peterhouse Group of Schools   Marondera, Zimbabwe</a>  <a href="#">Welcome   Bishopslea Preparatory School</a></p>
Work for spouses & partners	The Government of Zimbabwe and the UN system have an agreement that authorizes spouses and other dependents of UN staff to engage in gainful employment without any restriction. Employment of diplomatic spouses is only permitted where there is a reciprocal bilateral agreement on the employment of spouses between Zimbabwe and the sending state. With regards to international organizations, there must be specific authority from the Ministry of Foreign Affairs.

### Reporting line of the JPO

The JPO for Early Childhood Development reports to the Chief of Nutrition and Child Development.



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: JPO – Early Childhood Development (ECD) Officer  
 Supervisor Title/ Level: Chief Nutrition and Child Development (P4)  
 Organizational Unit: Programme Section  
 Post Location: Harare, Zimbabwe

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

### 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, nutrition, early development 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 Zimbabwe is currently mid-way through the implementation of the Country Program 2022 – 2026. The programme underwent a thorough mid-term review in 2024, identifying key strategic shifts needed to accelerate progress towards achieving the country programme goals, contributing towards achievement of the SDGs and the National Development Strategy of Zimbabwe. Key shifts for nutrition included a relative shift to a greater up-stream focus, encompassing all relevant systems for nutrition – health, food, social protection, education, WASH, with enhanced engagement with Social Policy (social protection and public finance) and food systems actors (agriculture, SMEs etc) towards improved child diets including in emergencies. In addition a major shift was to make ECD more visible across the office and in the nutrition structure, and a specific output for ECD was added to the structure. To facilitate all of these changes, Nutrition became a stand-alone section with the focus on ECD reflected in the new section name: Nutrition and Child Development Section.

To date there has been no specific staff member to specifically cover the ECD portfolio, and expertise in this area is needed to move forward this agenda. The groundwork has been set, with ECD programming coordinated at the highest level, through the Office of the President and Cabinet, in recognition of the multi-sectoral contributions needed to improve ECD, especially in the earliest years. This is a fantastic opportunity to take on this new portfolio and cement ECD programming, with a focus on the earliest years (0-3 years) as a key contributor to overall sustainable development in Zimbabwe.

### **Purpose for the job:**

The ECD Officer provides professional technical, operational and administrative assistance throughout the programming process for ECD programmes/projects within the Country Programme from development and planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative program tasks. The ECD Officer oversees the implementation of key activities that contribute to Early Childhood Development in the earliest years, as identified in the Annual Rolling Work Plan and as agreed with Government counterparts. The position is accountable for ensuring progress is made against the Work Plan activities.

Under direct supervisor of the Chief Nutrition and Child Development, the JPO will be responsible for the following key functions/accountabilities: [max 3 to 4 key functions]

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

1. Support to ECD programme development and planning.
2. Programme management, monitoring and delivery of results.
3. Technical and operational support to programme implementation.
4. Networking and partnership building.

1. Support to ECD programme development and planning.
  - Conduct and update the situation analysis and carry out assessments on early childhood development related issues to establish evidence-based data to support holistic policy and programme development, as well as coordinated planning, implementation, and monitoring of ECD related programmes/projects.

- Contribute to the development and establishment of ECD programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of ECD related information and data for development planning and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, programme, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluating results.
- Prepare required programme documentations/materials/data to facilitate the program review and approval process.

## 2. Programme management, monitoring and delivery of results.

- Work closely and collaboratively with colleagues and partners to discuss ECD operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with governments and other counterparts to assess ECD programmes/projects and to report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of ECD programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular/mandated ECD programme/project reports for management, donors and partners to keep them informed of programme progress.

## 3. Technical and operational support to programme implementation

- Conduct regular programme field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- 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 ECD related issues to support programme implementation, operations and delivery of results.

## 4. Networking and partnership building

- Build and sustain effective close working partnerships with government counterparts and national stakeholders across relevant sectors through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on ECD programmes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support resource mobilization for ECD programmes.
- Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of ECD programmes/projects and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

#### IV. Impact of Results

The ability of the ECD Officer to successfully plan, manage and oversee the effective and efficient implementation of the agreed ECD workplan will directly impact on the achievement of goals and results for children in Zimbabwe, improving the current situation for children and young people and contributing to the long-term development of the nation. In addition, successful achievement of priorities agreed between the Government of Zimbabwe and UNICEF contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible technical and financial partner and to furthering the UNICEF image as a competent organization for delivering cost effective and sustainable program results for children.

#### V. Competencies and level of proficiency required

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

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

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- Thinks and Acts Strategically (1)
- Drives 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: public health, nutrition, economics, psychology, sociology, human development, child development, family studies or another relevant technical field.
Experience:	A minimum of two years of professional experience in social development planning and management in early childhood development related areas is required.

	<p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>