



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.

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

- ✓ Online training available on AGORA
- ✓ Country Office and the Regional office supported learning programmes through various platforms including webinars among others. This will also entail a one week learning mission to UNICEF Headquarters for face-to-face capacity building session facilitated by the JPO office.
- ✓ Continuous technical support and mentorship by the Chief, Child Protection, and other child protection team, supporting on the job learning and prospective future career growth.

**Potential for retention:** There is currently a vacant position in the section which we hope to fill when we have secured the required funding. The potential for retention of the JPO therefore exists within the section. Other opportunities for the JPO include:

- Recommendations depending on opportunities that may arise. s
- Career outlook and potential for regular positions within UNICEF and other UN agencies such as UNFPA and UNHCR

**Supervisor experience:** The current supervisor of the post, Chief of Child Protection Section (P-4), has 15 years working with UNICEF continuously and in four duty stations and all these years include experience in supervising and managing staff from General services, national staff to international professionals as well as technical consultants. Currently the Chief is supervising a Child Protection Specialist at P3 level, two national

specialists at NOC level, and a General Services staff. Other child protection staff in the section are supervised by the specialists as indicated in the organogram.

Apart from the experience of managing people, the Chief has benefitted in related trainings as below:

- The 7 Habits of Highly Effective people. (August 2003)
- Women in Management (Middle Level) course. (October 2003)
- Effective Supervision and People Management Skills (January 2009)
- Management Masterclass Programme (2017)

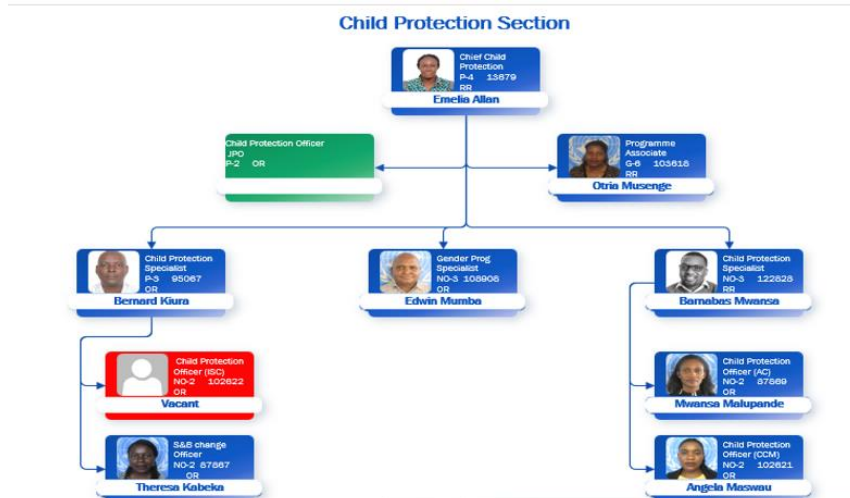
**Information and living condition of Duty station: [For Filed Office locations only]**

General Information	<p>Lusaka, with a population of 3.0 million (National Census 2022), is the capital city of Zambia and one of the fastest developing cities in Southern Africa region. Although most of the population is African and of Bantu origin, there are also some non-Bantu long-term residents in Lusaka. This includes a growing number of international community as well as descendants of those who settled around the railway line in colonial times, and whose numbers increased since Zambia's independence in 1964. A sizeable number of non-African residents hold Zambian citizenship.</p> <p>Lusaka is the centre of commerce and the sit of government. It is the economic and financial hub of Zambia, serving as the country's main gateway to the rest of the world and largest business centre. In contrast to Zambia as a whole, in which agriculture and mining are the largest contributors, Lusaka's economy is dominated by the service sector, as well as wholesale and retail trade.</p> <p>Primarily due to its high altitude, Lusaka features a humid sub-tropical climate. Its coldest month, July, has a monthly mean temperature of 14.9 °C (58.8 °F). Lusaka features hot summers and cool winters, with cold conditions mainly restricted to nights in June and July. The hottest month is October, which sees daily average high temperatures at around 32 °C (90 °F). There are three main seasons: a warm monsoon season between November and March, a dry winter between April and August, and a hot summer in September and October.</p> <p>Zambia is the land of the legendary African walking safari, Victoria Falls, the wild Zambezi River, abundant wildlife, and untamed wilderness – all within reach from Lusaka.</p> <p>Zambia is generally acknowledged as one of the safest countries in the world to visit, with welcoming people who live in peace and harmony.</p>
Security	<p>Zambia is generally a safe destination and is one of the popular tourist destinations in the region. The country has been at peace since Independence in 1964. Nevertheless, petty crime like snatching of phones and burglary is commonly reported and so travelers are advised to be vigilant.</p>
Housing	<p>Majority of international and diplomatic missions are in the following residential areas of Lusaka: Kabulonga, Sunningdale, Ibex Hill, Leopards Hill, New Kasama, Woodlands (main), Mass Media, Kings Land, Roma, Kalundu, Rhodespark, Longacres and Northmead.</p> <p>Depending on your family size and need, it is possible to rent furnished and unfurnished</p>

	<p>houses, townhouses, or apartments.</p> <p>Zambia has several real estate agents offering accommodation in various decent areas of Lusaka. Please visit their websites listed below and liaise on your requirements. All residential houses need to be cleared by the United Nations Department of Safety and Security (UNDSS) before signing a lease agreement. UNDSS will also advise you on the safe areas to stay. UNICEF Zambia has a standard lease agreement that you can use, which also has the diplomatic clause to ensure you are safe guided in case of closure of the UN/UNICEF in Zambia.</p> <p><b>Horizon Properties Limited</b>  Contact no.: +260 211 260 422.  Contact Person: <a href="mailto:sepiso@thehorizonproperties.com">sepiso@thehorizonproperties.com</a>  <a href="https://www.thehorizonproperties.com">https://www.thehorizonproperties.com</a></p> <p><b>Homenet Zambia</b></p> <p>Contact no. +260 966 761483  Contact Person: <a href="mailto:Lynette@htm.co.zm">Lynette@htm.co.zm</a></p> <p><b>Pam Golding Properties</b></p> <p>Contact no.: 260 211 253 420, +260 211 256334  Email: <a href="mailto:lusaka@pamgolding.co.zm">lusaka@pamgolding.co.zm</a>  <a href="https://www.pamgolding.co.zm">https://www.pamgolding.co.zm</a></p> <p><b>Sherwood Greene Properties Zambia</b></p> <p>Contact no. 0211 225 605 / 0211 225 615 / 0966 861 176  <a href="http://www.sherwoodgreene.com">http://www.sherwoodgreene.com</a></p> <p>It may be worth noting that real estate is quite expensive in Lusaka. An average rent for a 2-bedroom house will be between USD\$ 1200-2000/month.</p>
Schools & Childcare	<p>It is advisable to apply for schools in advance of your arrival in Lusaka. This is particularly relevant for preschools and lower grades as there are often waiting lists. Some of the more popular schools for expatriates living in Lusaka are:</p> <p><b>(i) American International School of Lusaka (AISL):</b> The American International School of Lusaka is accredited by the Council of International Schools, Middle States Association of Colleges, member of the Association of International Schools in Africa and International Schools of Zambia. AISL is an international Baccalaureate World School, delivering an international curriculum from two to 18 years old. Contacts - Leopards Hill Road, Tel 260509, 260510, 260543, Fax 260538, <a href="mailto:ais@lusaka.org">ais@lusaka.org</a>, <a href="http://www.aislusaka.org">www.aislusaka.org</a>.</p> <p><b>(ii) Baobab College:</b> Baobab College offers the British National Curriculum from preschool to pre-university SAT's in Primary and Cambridge International Examinations at IGCSE and "A" Level in the secondary school. Baobab College is the only school in Lusaka to offer boarding facilities for both primary and secondary students. Contacts – Kafue Road Lilayi, Tel 278791-5, 0966876804, Fax278796, <a href="mailto:info@baobabcollege.org">info@baobabcollege.org</a>, <a href="http://www.baobabcollege.org">www.baobabcollege.org</a></p>

	<p><b>(iii) International School of Lusaka (ISL):</b> The International School of Lusaka offers classes from preschool to grade 12. The secondary programme leads to the IGCSE and /or IB diplomas. ISL is fully accredited both in the US and Europe. Contacts – 6945 Nangwenya Road, Tel 252291, 25395, Fax 252865, 250362, int.school.lusaka@gmail.com, www.islzambia.org.</p> <p><b>(iv) Lusaka International Community School (LICS):</b> LICS offers an international syllabus for preschool (starting at grade one) to age 17 and is accredited by the European council of International Schools. Contacts – 242A Kakola Road, Roma, Tel 292449, 290626, Fax 290048, info@lics.sch.zm, www.lics.sch.zm.</p> <p><b>(v) L’Ecole Francaise de Lusaka (French School):</b> The French school offers classes from preschool to secondary level. All classes follow the curriculum of the French Ministry of National Education. The school is member of the “AEFE” network (Agence des Ecoles Francaise a l’Etranger). Contacts – 22725 Alick Nkhata Road, Tel 254122, 0979 614019, secretariat@ef-lusaka.ne.</p> <p><b>(vi) Italian School:</b> The Italian School of Lusaka offers classes from preschool to grade seven. English is the language of instruction. Contacts – Lubu Road, Tel/Fax 254181, italsch@zamnet.zm</p> <p><b>(vii) Swedish School:</b> The Swedish School offers language lessons in Swedish for children and adults. The school is also a meeting place for Swedes and other Northerners. Those who are interested in Nordic languages and cultures are also welcome. The school has libraries for children, youths and adults. It is located along Alick Nkhata Road, Lusaka. www.sweschool.com</p> <p><b>(viii) Indian School:</b> Indian School of Lusaka is a new and exciting education facility located in the heart of Lusaka city. In Lusaka, Zambia, there are several schools that offer international curriculum, nevertheless, Indian school of Lusaka is one of the first to offer the Indian CBSE (Central Board of Secondary Education) curriculum. Contact details: +260 211 256633/+260 960 709033 561. indianschooloflusaka.com</p> <p><b>(ix) Boarding Schools:</b> There are several boarding schools within one or two hours from Lusaka such as Banani International Secondary School located one hour along the Great North Road (schooladmin@banani.sch.zm) and Musikili Primary School located in Mazabuka (Office@musikili.sch.zm). A little further away is Chengelo School located in Mkushi (www.chengelo.sch.zm, chengelo@zamtel.zm) among others.</p> <p>The schools mentioned above usually have long waiting lists for entry, particularly at the lower levels, so that early advance arrangements are necessary if children are to be admitted. Pre-school is also available at most of these schools.</p>
Work for spouses & partners	Work opportunities for spouses/partners are limited. Spouses of officials covered under diplomatic privileges are not permitted to work. However, where such privileges are revoked and if hired by any organization a work permit must be applied for through the same hiring organization.

## Reporting line of the JPO



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

**Job Title:** Child Protection Officer (JPO)  
**Supervisor Title/ Level:** Chief Child Protection, P4  
**Organizational Unit:** Child Protection Section  
**Post Location:** Lusaka, Zambia

**Job Level:** P2  
**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. The equity strategy, emphasizes 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, be protected and reach their full potential, without discrimination. 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 — will not only 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 Section at UNICEF Zambia is seeking the support of a Junior Professional Officer (JPO) position who will provide critical technical support for the accelerated implementation of Zambia country's programme on child protection priorities with a special focus on prevention action at both national and sub national levels. This will ultimately ensure that children and adolescents, parents, communities, the

Government, and other institutions that UNICEF works with have increased capacities to prevent violence, abuse and neglect and ensure that children are registered at birth. UNICEF has prioritized the implementation of community-based case management, which entails strengthening capacity of community volunteers to identify, prevent, support, and refer children who face or are at risk of harm. The community volunteers receive supportive supervision from the community development assistants and district social welfare officers. UNICEF is also implementing the global programme to end child marriage that aims to support government efforts in ending child marriage and adolescent pregnancy by 2030. The interventions focus on transformative gender approaches to tackle unequal power relations that disadvantage girls and women in decision making. UNICEF also believes in working with boys and men in the gender transformative agenda as they have a crucial role in deterring child marriage and adolescent pregnancy. Other priorities in prevention component of the child protection programs include social behavior change and communication through which communities reflect and take actions to prevent abuse and create demand for services, including birth registration. Only 14 per cent of children are registered and just about 5 per cent have been issued with a birth certificates.

Zambia has 116 District Social Welfare Offices across the country. These government officers are crucial in the prevention and response to cases of child violence, abuse and exploitation and are mandated to implement programs on the care and protection of the most vulnerable children, whilst collaborating closely with the police, prosecution, judiciary, and other child welfare and justice service providers. UNICEF works with the government and partners in preventing children from experiencing any form of violence as well as ensuring effective response where violence and abuse occurs. Additionally, UNICEF supports advancing legislation and in 2022, successfully supported the enactment of the Children's Code Act No 12, 2022, that is aligned to international protection standards. In December 2023, the Government amended the Marriage Act and increased the age of marriage from 16 to 19 years. Thus, any marriage, whether customary or civil where any of the partners is below 18 years is void. UNICEF country programme development priorities for 2023 to 2027 are aligned to the government of Zambia development priorities as articulated in the 8<sup>th</sup> National Development Plan (NDP), the United Nations Sustainable Development Cooperation Framework (UNSDCF) and the Sustainable development Goals (SDGs). The country programme is also aligned with the UNICEF global Strategic Plan (2022-2025), global Child Protection Strategy 2021-2030 and the global Gender Action Plan (2022-2025) goals. UNICEF Zambia aims to 'leave no child behind' by strengthening inter-dependence of programme components and with attention to key emerging issues such as climate change adaptation and public health emergency preparedness.

The JPO will be part of the child protection section staff and the wider UNICEF Zambia country office team working on systems strengthening to ensure Government and civil society organizations are implementing programs to ensure a protective environment for the wellbeing of children. The JPO will primarily contribute to the implementation of the Child Protection Section Country programme output on prevention of violence against children.

UNICEF has a comparative advantage in working with the relevant government Ministries in ensuring inter-sectoral coordination to address cross cutting priorities that impact on the child. The child protection officer (JPO) will work with the program technical leads within child protection section and other programme focal points in strengthening coordinated implementation of the new law and promoting awareness of the laws among children and community members. This is to ensure each of the sectors that have a stake in promoting the rights and well-being of children operationalize the provisions of the children's act, thereby strengthening the institutional framework for child protection. Overall, the JPO position will provide much-needed support for the organization's strengthened commitment to the promotion of child rights.

**Purpose for the job:**

UNICEF Zambia requires the services of a Child Protection Officer (JPO) to further strengthen the professional personnel capacity to effectively support the Government of the Republic of Zambia and other partners in strengthening the preventive actions that communities and families should take to keep children safe from harm. This priority needs to expand beyond the current focus on addressing harmful practices in select districts to an effective and functional community-based child protection case management system across the country.

The Child Protection Officer will provide much needed support in the operationalization of Children's Code Act no 12, 2022, Marriage (Amendment) Act, 2023 among other legal and policy frameworks with a priority on community-based innovations to prevent violence and abuse of children. The Children's Code Act domesticates international and regional child rights and child protection standards and is poised to positively transform children's access to justice, prevention and response to violence and other forms of social norms and harmful practices like child marriage. Successful implementation of the new law will require intense coordination with different government ministries and departments, capacity building, monitoring, and reporting. Additionally, the child protection officer will work with the UNICEF Child Protection team, with the support of the Social Behavior Change and the Communications units in developing materials and facilitating sensitization of children and their families on the provisions in the act with a view to promoting demand driven protection services.

In the 2023-2027 country programme outline for Zambia, UNICEF has prioritized the implementation of standard community case management tools and capacity building package, child safeguarding, social behaviour change, transformative gender actions, working with traditional leaders, creating demand for birth registration and child safeguarding. Under the direct supervision of the Head of Child Protection, and technical support of the P3 Child Protection Specialist, the Child Protection Officer will support the design and implementation of innovative strategies to realize these priorities. The Child Protection Officer will also facilitate capacity building and support to the Ministry of Community Development and Social Services and community volunteers in preventing children from abuse and violence and assist in documenting initiatives for replication and scale up. The Child Protection Officer will be required to closely work with UNICEF Communications and Advocacy unit in documenting good practices and contribute to learning and experience sharing.

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

- Support the child protection section to implement activities that contribute to the prevention of violence, abuse, and all forms of harm to children in Zambia. Closely work with the output lead in reviewing and refining the strategic objectives under the prevention pillar in line with emerging needs of children
- Support the child protection team in the implementation of the programme monitoring and evaluation system that contributes to evidence generation on the programme impact on children and their families and promotes accountability to both beneficiaries and development partners
- Coordinate with relevant units within UNICEF in documenting of emerging good practices, lessons learned and experience sharing.
- Contribute to the development of annual work plans with the government, ensuring the key deliverables supported by the child protection officer are included in the work plans, monitored, and supported
- Contribute to annual and semi-annual reporting demonstrating key milestones in meeting deliverables outlined in annual work plans and the country programme indicators.
- Support the UNICEF team in fundraising through proposal writing and development partnerships that contribute to realizing the objectives outlined in the 2023-2027 country priorities for Zambia

**IV. Impact of Results**

The desired impact is that through UNICEF technical support, the government and partners have the capacity to prevent and respond to violence against children. The Child Protection Officer will be part of the national team that will work with focal points in the line government ministries to implement activities outlined in the

annual work plans, periodically review progress and address identified challenges. The Child Protection Officer will support and contribute to the planning and convening of periodic review forums, including mid-year and end-year review through which UNICEF jointly with government and partners assess progress made towards the achievement of targets and their impact in improving children's well-being. This in turn contributes to enhancing the ability of UNICEF to fulfill its mission to achieve sustainable, locally owned and concrete results in improving the survival, development and wellbeing of children in the Zambia.

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

##### **Core Values attributes.**

- Care
- Respect
- Integrity
- Trust
- Accountability

##### **Core competencies skills**

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)

##### **Functional Competencies**

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

#### **VI. Recruitment Qualifications**

Education:	A university degree in one of the following fields is required: law, social work, social and behavioral science, sociology, anthropology, psychology, education, communication, public relations, or another relevant technical field.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: social development programme planning, social and behaviour change, advocacy, public advocacy, or another related area. Effective report writing and facilitation skills
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.