



## 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:

- ✓ Strengthening Accountabilities: The JPO will develop a deep understanding of organizational accountability structures and best practices. This experience will enhance their ability to design and implement effective accountability frameworks in future roles.
- ✓ Enforcing and Strengthening Internal Controls: By participating in internal and external audits and compliance reviews, the JPO will gain valuable insights into risk management and internal control systems. This knowledge is crucial for ensuring organizational integrity and efficiency.
- ✓ Promoting Value for Money, Cost Effectiveness, and Efficiency: The JPO will learn to identify opportunities for cost savings and efficiency improvements. This skill is essential for maximizing the impact of resources in any organization.
- ✓ Supporting Implementation of an Anti-Fraud Strategy: The JPO will acquire skills in fraud detection and prevention, including how to respond to allegations and implement corrective actions. This experience is vital for maintaining ethical standards and trust within any organization.
- ✓ HACT Assurance Activities: The JPO will gain hands-on experience in the Harmonized Approach to Cash Transfers (HACT), including planning, implementation, and capacity building. This will enhance their ability to manage financial risks and ensure compliance with donor requirements.
- ✓ Career prospects and potential for retention: The JPO will benefit from enhanced career prospects and potential for retention by gaining valuable experience and skills that increase their competitiveness for future roles within UNICEF and other international organizations.
- ✓ Supervisor's experience in coaching and development of young professionals: The JPO will benefit from the supervisor's extensive experience in coaching and developing young professionals,

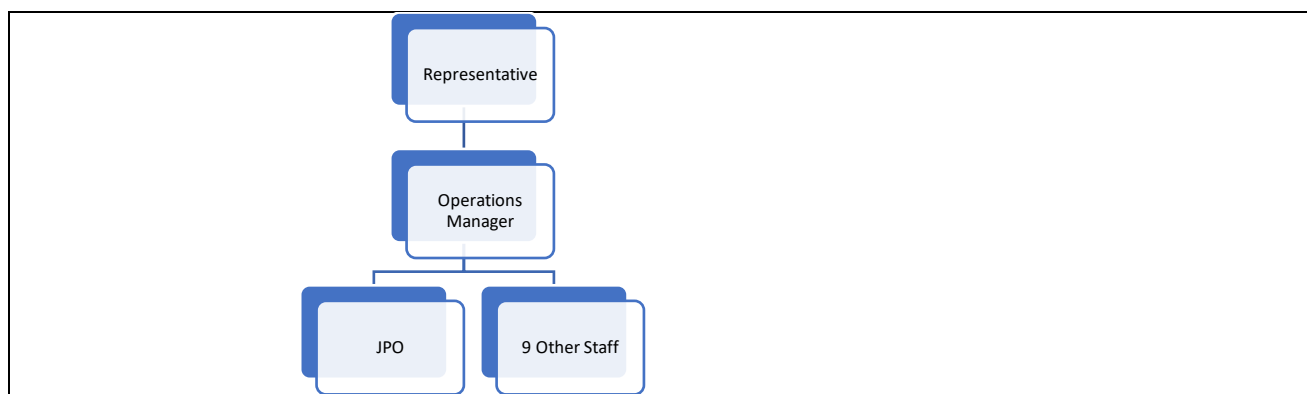
gaining personalized mentorship and guidance that will accelerate their professional growth and skill development.

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

General Information	<p>The JPO will be based in Maseru, Lesotho. Lesotho, officially the Kingdom of Lesotho, is a landlocked country and entirely surrounded by the Republic of South Africa. It is 30,355 km<sup>2</sup> (11,583 sq mi) in size with a population of approximately of just over 2 million. Lesotho is a member of the Commonwealth of Nations. The most recent poverty statistics (2023) reveal that 50% of the population live below the national poverty line, whilst 81% of the population live below the international poverty line of US\$5.50 a day. There are two (2) official languages in Lesotho (Sesotho and English).</p> <p>Lesotho's macro-economic outlook has shown modest improvement, with growth projected at 2.7% in 2024, driven by strong construction activity. Despite these positive trends, the government-driven economic model faces challenges in meeting growth and development goals. Fiscal prudence has resulted in a surplus, bolstering reserves and supporting fiscal sustainability. Politically, the focus remains on structural reforms to create jobs, reduce poverty, and transition to private-sector-led growth. The recent increase in water royalties from South Africa presents a new revenue opportunity, which, if managed wisely, could further enhance economic stability and growth.</p>
Security	<p>The security situation is stable, and the Law Enforcement Agencies have re-assured their support to the UN Lesotho and the international community. Petty street crimes and break-ins are common in the country. UN Personnel are advised to furnish the UN Security Advisor with their contact details and remain reachable throughout the duration of their visit. They are also advised to seek clearance prior to any movement to the field. Currently, no terrorist threat has been identified per UN Security Risk Assessment structures in Lesotho.</p>
Housing	<p>Accommodation in Maseru is limited and often costly. Approved residential areas for international staff include Maseru border gate Florida, Hills View, Maseru West, Happy Villa, Old Europa, Katlehong, New Europa, Lower Thetsane, Maseru East, and Thetsane West. Upon arrival, international staff may opt to stay in nearby hotels, which accept USD, while searching for permanent housing.</p>
Schools & Childcare	<p>There are not many international schools, especially for secondary education. The Maseru English Medium Preparatory School, and the American International School of Lesotho are the most popular private schools used by the expatriate community. These schools follow international curricula, ensuring students receive a globally competitive education.</p>
Work for spouses & partners	<p>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.</p>

**Reporting line of the JPO**

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\*\*\*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: **JPO – Risk Management and Compliance Officer**  
 Supervisor Title/ Level: **Operations Manager, NOC**  
 Organizational Unit: **Operations**  
 Post Location: **Lesotho, Maseru**

Job Level: **P-1/2**  
 Job Profile No.:  
 Job Classification Level:

### II. Strategic Office Context and purpose for the job

#### Strategic office context:

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.

Background Information on Lesotho

Lesotho, a landlocked country in Southern Africa, is known for its mountainous terrain and rich cultural heritage. Despite its scenic beauty, Lesotho faces significant challenges, including economic instability, political turbulence, and social disparities. Since gaining independence from Britain in 1966, Lesotho has experienced periods of economic growth and decline, with a heavy reliance on remittances and the textile industry. Politically, the country has seen frequent changes in government, impacting its development trajectory. Socially, Lesotho grapples with high poverty rates, HIV prevalence, and limited access to essential services.

UNICEF's Country Programme in Lesotho focuses on improving the lives of children and adolescents through various initiatives aligned with the National Strategic Development Plan II and the Sustainable Development Goals. Key areas of intervention include Water, Sanitation, and Hygiene (WASH), Immunization, Adolescent Development, Child Protection, Social Policy, Public Financing, HIV AIDS, ECCD, and Nutrition.

A Junior Professional Officer (JPO) can significantly contribute to advancing UNICEF Lesotho programmes by enforcing and strengthening internal controls to ensure compliance and efficiency. By assessing the completeness, adequacy, and compliance of work processes in operations, the JPO can help ensure effective programme implementation. They can implement a risk-based system to periodically review programme activities, document and report weaknesses in internal controls, and participate in internal and external audits. Additionally, the JPO can assist in following up on audit recommendations, identifying operational and programmatic risks, and managing office risks through eGRC. This proactive approach helps maintain robust internal controls, thereby supporting the overall effectiveness and integrity of UNICEF Lesotho's programmes. The operations section has 10-staff members – 1 NOC Operations Manager, 3-Senior General staff, 2- Associate and 4-Drivers. Despite all these local staff members and direct support by HR and finance staff based at the hub in Johannesburg, South Africa, additional human resources is required to better support the well-resourced new CPD and growing programme needs in the country.

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

Under the general supervision and overall guidance of the Operations Manager, the post is responsible for carrying out proactive and systematic quality assurance activities of all activities implemented under the UNICEF Country office, in order to provide an independent and objective assessment of the rationale, adequacy and effectiveness of the Country Office's risk management and operations internal control framework, processes and systems.

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

#### **1. Strengthening accountabilities**

- Assist in the review of internal work process in Operations to make sure that accountabilities are clear and placed at the adequate level as per global policies and/or best practices
- Periodically conduct a quality review of the table of authority to ensure compliance with the existing policies;
- Periodically test compliance with the Table of authority and adherence to the delegation of authorities in line with UNICEF policies and Procedures; and
- Follow-up implementation of recommendations on actions to be taken to enforce and strengthen accountabilities.

#### **2. Enforcing and strengthening internal controls to ensure that systems are in place to prevent, detect and report non-compliance**

- Assess completeness, adequacy and compliance of work processes in operations for effective programme implementation
- Assist in the implementation of a risk-based system to periodically and systematically review a sample of programme implementation activities to ensure they are carried out according to established work processes and in compliance with UNICEF policies and procedures
- Maintain a system to document and report weaknesses in internal control

- Participate and contribute as necessary in office internal and external audits, EU verification missions and ECA (European Court of Auditors) exercises, and follow up and help in implementing actions aimed at addressing internal controls gaps and building the capacity of responsible staff
- Assist in the follow-up on the implementation of the internal/external audit recommendations and provides feedback on the status to the supervisor
- Assist in the identification of operational and programmatic risks and weaknesses and make recommendation to mitigate them.
- Assist in managing the office risks through eGRC
- Contribute to maintaining statutory committees' compositions and TORs

3. Promoting value for money, cost effectiveness and efficiency

- In reviewing work processes and enforcing internal controls, the incumbent should systematically identify opportunities for more efficiency and value for money; and
- Maintain a system to collect information on losses of resources (Cash, Assets, Supplies, etc.), report to the supervisor and recommend measures to be taken to minimize such losses.
- Assist monitoring and analyzing financial transactions, accounting reports and reconciliation of accounts to ensure accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.
- Contribute to mandated management/statutory office financial and accounting reports to UNICEF Board/Bodies/Donors, verifying the reliability of data and compliance with organizational guidelines.

4. Supporting implementation of an Anti-Fraud Strategy at the country office level

- Contribute to the operationalization of the global anti-fraud strategy at the CO level
- Support in collecting evidences to respond to OIAI's queries when initially assessing allegations of wrongdoings or during actual investigations; and
- Identify lessons learned from investigations and measures to be taken accordingly.

5. HACT Assurance Activities:

- Assist in HACT assurance activities (planning, implementation, follow up, capacity building...) in coordination with the HACT focal points.

#### **IV. Impact of Results**

The incumbent will contribute on the recommendation of the appropriate application and interpretation of rules, regulations, policies and procedures, as well as on work priorities, which affect the efficient programme delivery. This post will assist directly the Operations Manager carrying all quality assurance functions in the CO and FOs and work closely with the HACT focal points in all HACT related activities.

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

<p><b><u>Core Values attributes</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul> <p><b><u>Core competencies skills</u></b></p> <ul style="list-style-type: none"> <li>• Nurtures, Leads and Manages People (1)</li> <li>• Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>• Works Collaboratively with others (1)</li> <li>• Builds and Maintains Partnerships (1)</li> <li>• Innovates and Embraces Change (1)</li> <li>• Thinks and Acts Strategically (1)</li> <li>• Drives to achieve impactful results (1)</li> <li>• Manages ambiguity and complexity (1)</li> </ul>	<p><b><u>Functional Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Persuading and influencing (1)</li> <li>• Applying technical expertise (2)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> <li>• Deciding and Initiating Action (1)</li> <li>• Following Instructions and Procedures (1)</li> <li>• Entrepreneurial Thinking (1)</li> <li>• Analyzing (2)</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	<p>A University Degree (Bachelor's) in one of the following fields is required:</p> <ul style="list-style-type: none"> <li>• Business Administration / management</li> <li>• Financial management</li> <li>• Accounting</li> <li>• Public Finance</li> </ul> <p>Or any other related fields</p>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of 2 years of relevant experience in audit, internal controlling, accounting, budget and financial planning, or management and oversight at the international and/or in a developing country is required</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages</li> <li>• Experience in handling of web-based management systems and ERP financials, preferably SAP is an asset</li> <li>• Relevant experience in financial monitoring and evaluation and risk management in a UN system agency or international non-profit organization is an asset</li> </ul>
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>