



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:

✓

Please also mention the following:

- ✓ Career prospects and potential for retention:
- ✓ Supervisor's experience in coaching and development of young professionals:

This position offers valuable career prospects. While retention varies depending on individual performance and organizational needs, gaining experience in this role significantly increases future career opportunities within UNICEF and the UN system.

The supervisor overseeing this position brings over 10 years of experience in managing professionals at various stages of their careers. They have a proven track record of coaching and developing young professionals, fostering both personal and professional growth to help individuals succeed in their roles.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	<p>Ethiopia is a landlocked country in East Africa bordering Somalia, Eritrea, Sudan, Djibouti and Kenya. It has a population of over 112.1 million and covers an area of almost 1.104 million km². The capital Addis Ababa was officiated in 1886, and its name was given by Empress Taytu, consort of Menelik II, meaning "New Flower". Ethiopia is mountainous with desert lowlands to the northeast and southeast and has been landlocked since Eritrea, bordering the Red Sea, gained its independence in 1993. Addis Ababa is the seat of the UNECA, African Union as well as many Regional and International Organizations.</p>
Security	<p>The Security Level of the new eight Security Risk Management Areas of Ethiopia are categorized by the Country's United Nations Security Management System as Addis Ababa - Low (2). However, opportunistic crime is particularly prevalent in Addis Ababa. UN personnel and visitors are advised to exercise caution against pickpocketing, theft, and robbery, and to avoid walking alone at any time.</p> <p>UN staff should also be aware of scammers who often wait outside hotels, approaching visitors as they exit and claiming to be off-duty hotel employees offering various services. It is best to avoid engaging with them.</p> <p>The UN Department of Safety and Security (UNDSS) recommends using taxi services arranged by hotels and advises against using other taxi or bus services due to frequent scams and robberies. Specifically, travelers should avoid taking taxis at Addis Ababa Bole Airport; instead, opt for marked hotel shuttle services, ensuring they are verified by hotel reception.</p> <p>Civil unrest is a persistent threat throughout the country, with incidents capable of escalating quickly and involving large crowds. The government may shut down mobile networks and data services during protests. UN personnel and visitors are advised to remain in their hotels during such communications breakdowns and to wait for support from UNDSS.</p>
Housing	<p>Different types of long-term accommodation are available in Addis Ababa: standalone houses, houses or cottages in gated compounds, and apartments. These could be furnished and/or fully serviced, or unfurnished. A UNICEF "Guide for Newcomers" provides listings of convenient temporary housing options, as well as guidance and links for finding permanent accommodation.</p> <p>All foreign nationals coming to Ethiopia on UNICEF business are to stay in a UNDSS cleared hotel. Ask your HR/operations focal point about special UNICEF rates per night (VAT is not included in the quoted prices) and to help you to secure a UNDSS cleared hotel.</p> <p>Prior to moving into the house or apartment, it is mandatory that UNDSS undertakes an inspection and potentially makes recommendations for additional facilities required to ensure the accommodation is "Minimum Operating Residential Security Standards (MORSS)" compliant</p>
Schools & Childcare	<p>Most children 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. It is advisable to ask respective embassy in Addis Ababa which schools is preferable depends on own standards.</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 [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: JPO
Supervisor Title/ Level: Emergency manager, P4
Organizational Unit: UNICEF/ Emergency
Post Location: Addis Ababa

Job Level: P2
Job Profile No.:
Job Classification Level: Level 2

II. Strategic Office Context and purpose for the job

Strategic office context: [Office Context and JPOs Contribution to the Organization]

Please write a short pitch on why the governments should sponsor a JPO in your office. Consider including background information, history and programme outline for the country. Give a short background of the programme/projects the JPO will be working on; the impact and contribution of the JPO. .

Please provide an overview of the office context in which this position works, briefly summarizing

Ethiopia is facing severe challenges due to ongoing armed conflict, violence, climate shocks, disease outbreaks, and large-scale displacements, leaving 21.4 million people in need of humanitarian assistance, including 16.7 million children and women and nearly 4.5 million displaced individuals. In addition, Ethiopia hosts over 1 million refugees and asylum seekers.

UNICEF's humanitarian action is focus on mitigating risks and vulnerabilities across communities, with special attention to displaced, returnee, refugee, and host populations. Key areas of focus will include

emergency preparedness, localization, integrated programming, and accountability to affected populations.

The Junior Professional Officer (JPO) would play a crucial role in supporting these efforts. By contributing directly to emergency response and public health interventions, the JPO will enhance the government's capacity to address public health emergencies at the national level. Their work will be pivotal in bridging gaps in preparedness and response, helping to build resilience among the most vulnerable populations. The JPO's contribution will be invaluable in ensuring that UNICEF's humanitarian and development initiatives are effectively implemented, making a lasting impact on the lives of millions.

The JPO position offers an exceptional learning opportunity and capacity building. By joining a team of experienced professionals in emergency management, the JPO will benefit from personalized guidance, allowing them to develop technical and strategic skills in a complex humanitarian environment. They will be exposed to real emergency situations, providing them with hands-on experience in crisis response, intersectoral coordination, and humanitarian project management. This experience will not only enhance their knowledge but also enable them to make a meaningful contribution to UNICEF's efforts in Ethiopia.

Purpose for the job:

Please outline the overall responsibility of this position, focusing on:

- 1.) What purpose it serves
- 2.) What is it accountable for

Under direct supervisor of the X the JPO will be responsible for the following key functions/accountabilities: [max 3 to 4 key functions]

Under the supervision of the Emergency Manager, the Emergency Officer JPO will play a crucial role in ensuring the timely and effective delivery of emergency assistance to children and communities affected by crises such as natural disasters, conflicts, and disease outbreaks. The primary purpose of this position is to coordinate and enhance public health-related emergency response efforts in collaboration with other sections, helping UNICEF and its partners anticipate, prepare for, and respond to emergencies.

The JPO is accountable for developing and strengthening emergency preparedness plans, conducting risk assessments, and contingency planning. These efforts help increase the resilience of affected communities and improve their capacity to respond effectively to crises. The JPO also ensures that emergency responses are well-coordinated, preventing duplication of efforts and maximizing the use of resources.

Additionally, the JPO will be responsible for monitoring emergency situations, gathering data on the needs of affected populations, and ensuring that interventions are implemented efficiently. They contribute to mobilizing resources, both financial and logistical, to ensure that emergency responses are adequately funded and equipped. By sponsoring this position, governments help bolster UNICEF's capacity to deliver life-saving assistance to vulnerable populations during crises.

Key responsibilities include emergency planning and preparedness, crisis response coordination, monitoring, and reporting, and supporting innovation and capacity building.

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

Under direct supervision of the emergency manager, the JPO will be accountable for the key functions to ensure a comprehensive approach to managing public health emergencies, fostering resilience, and improving health outcomes for vulnerable populations in Ethiopia.

1. Emergency Planning and Preparedness

Duties/Tasks:

- Support the development and implementation of public health emergency preparedness plans at national and subnational levels.
- Conduct risk assessments, including disease outbreaks, to anticipate future health crises and develop contingency plans.
- Collaborate with government health authorities and partners to ensure that health systems are ready to respond to public health emergencies, with a focus on vulnerable children and women.

2. Crisis Response and Coordination

Duties/Tasks:

- Coordinate UNICEF's response to public health emergencies in collaboration with other sections and partners, including government ministries, WHO, and NGOs.
- Ensure that public health emergency interventions are aligned with broader emergency response efforts, avoiding duplication and maximizing impact.
- Lead and participate in joint assessments and response teams, ensuring timely and effective delivery of life-saving interventions such as immunizations, disease control, and health services.

3. Monitoring, Reporting, and Accountability

Duties/Tasks:

- Monitor public health emergency situations and collect data on affected populations, including tracking the spread of disease outbreaks and the health needs of displaced people.
- Prepare and contribute to timely situation reports and ensure regular updates on public health emergency responses are provided to UNICEF management and partners.
- Ensure accountability by maintaining accurate records of interventions, funding, and outcomes, and by engaging with affected communities to gather feedback on the quality and effectiveness of the response.

4. Innovation, Knowledge Management, and Capacity Building

Duties/Tasks:

- Support the integration of innovative approaches in public health emergency responses, such as the use of digital platforms for disease surveillance and real-time data collection.
- Facilitate the documentation and sharing of lessons learned from public health emergencies, contributing to knowledge management across UNICEF and its partners.

- Lead capacity-building initiatives for local health authorities and community health workers to enhance their ability to respond effectively to public health emergencies.

IV. Impact of Results

(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)

The expected impact of the JPO's contribution is significant in strengthening Ethiopia's capacity to respond to public health emergencies. Through effective emergency planning and preparedness, UNICEF will ensure that public health systems are better equipped to anticipate, coordinate, and respond to crises such as disease outbreaks. This proactive approach reduces response time, mitigates the severity of health crises, and ultimately saves lives, particularly among vulnerable children and women. By ensuring that response efforts are well-coordinated and integrated with other sectors, the JPO will help to avoid duplication of efforts, maximizing the use of available resources and increasing the overall efficiency of emergency interventions.

The expected results of these contribution is to improve health outcomes for crisis-affected populations. Monitoring and reporting mechanisms ensure that interventions are based on real-time data, allowing for more targeted and effective responses to public health threats. Accountability mechanisms also enhance transparency and ensure that assistance reaches those most in need. Capacity building and innovation foster long-term resilience by empowering local health authorities and communities to better manage future health emergencies. The JPO's contribution to these processes will ensure that UNICEF's public health emergency response in Ethiopia is both immediate and sustainable, reducing mortality and improving the health and well-being of children and their families in Ethiopia.

V. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core competencies skills</u> (please make sure to adjust competency levels depending on supervisory responsibilities)</p> <ul style="list-style-type: none"> • 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)
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VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: <i>Public health or related field, international relation or humanitarian affairs, disaster management, social sciences, or another related fields</i>
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required.</p> <ul style="list-style-type: none"> - <i>Experience in humanitarian or emergency management,</i> - <i>Experience in emergency setting and interagency coordination.</i> - <i>experience working with humanitarian actors.</i> <p><i>Relevant experience in a UN system agency or organization is considered as an asset.</i></p>
Language Requirements:	<i>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</i>