



**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:

- ✓ [Emergencny online trainings](#)

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 UN system.](#)

[The supervisor overseeing this position brings over 10 years of experiences at various stage of their careers. She has 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><b>[Please write a short paragraph with duty station information]</b></p> <p><i>Hawassa is a city located in the Sidama Region of Ethiopia, situated along the shores of Lake Hawassa. Known for its scenic beauty, the city is a popular destination for both tourists and locals. As a regional hub, Hawassa plays an important role in commerce, education, and governance in southern Ethiopia. The city's growing economy, mild climate, and diverse culture make it appealing place to visit or live.</i></p> <p><i>The UNICEF field office in Hawassa, plays a crucial role in delivering humanitarian aid and development programs to improve the lives of children and women in Sidama, South Ethiopia, Central Ethiopia, and Southwest Ethiopia People Regions.</i></p>
Security	<p><b>Please provide information on the level of security at the duty station.</b></p> <p><i>In Ethiopia, the Sidama, Central Ethiopia, and South Ethiopia regions are classified as (level 4) substantial by the UN security management system. Although Hawassa falls in this category, the city is generally considered relatively stable and safe. UNICEF's operation in Hawassa do not encounter major security challenges. However, the city does have a notable presence of criminal elements. As a result, employees are advised to exercise caution, such as avoiding walking alone, not wearing jewelry, maintain low profile, and locking vehicle doors when stuck in traffic.</i></p>
Housing	<p><b>Please provide information on housing at the duty station.</b></p> <p><i>Different types of long-term accommodation are available in Hawassa: standalone houses, houses in gated compound, and condominiums. These could be furnished or unfurnished.</i></p>
Schools & Childcare	<p><b>Please share information on Schools and Childcare at the duty station.</b></p> <p><i>This is not a family duty station.</i></p>
Work for spouses & partners	<p><b>Please share information available opportunities for Work for spouses and partners.</b></p> <p><i>This is not a family duty station</i></p>

<p><b>Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]</b></p>

\*\*\*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: Emergency Officer - JPO  
Supervisor Title/ Level: Nutrition Specialist  
/Emergency focal/ NOC  
Organizational Unit: Emergency  
Post Location: Hawassa

Job Level: Level 2  
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. .

*UNICEF works to promote and protect the rights of every child, ensuring they grow up in a safe and healthy environment, with access to education, healthcare, and protection from harm. We work to meet the needs of children in emergency and long-term development programs, addressing systemic challenges in health, education, WASH, and protection. Our interventions are comprehensive and aim to address immediate needs fostering long-term sustainable development.*

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

#### **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 the overall guidance and direction of the Nutrition Specialist, the Emergency Officer JPO is responsible for ensuring the timely and effective delivery of emergency assistance to children and communities affected by crisis, including natural disasters, conflicts, and disease outbreaks. The JPO coordinates emergency response efforts across four regions, focusing on rapid interventions in health care, nutrition, WASH, and protection service to address immediate needs and alleviate suffering during crisis. The JPO plays a key role in developing and enhancing emergency preparedness plans, enabling the field office and local partners to anticipate and respond effectively to future crisis. Their work in risk assessment and contingency planning helps to ensure that communities are more resilient and capable of responding to emergencies. By working closely with local authorities' humanitarian*

partners and other stakeholders, the JPO ensures that emergency responses are well coordinated, avoiding duplication of efforts, and ensuring that resources are utilized effectively. The JPO is responsible for tracking emergency situations, collecting data on the needs and conditions of affected populations, and ensuring that interventions are carried out effectively. The JPO supports efforts to mobilize resources, including financial and logistical support, to ensure that the emergency response is adequately funded. They also ensure that resources are used efficiently, avoiding waste, and maximizing impact of UNICEF's intervention.

By sponsoring a JPO in this role, government will contribute to enhancing capacity to emergency responses and intervention. This support will enable the JPO to contribute to the rapid and effective delivery of life-saving assistance to children and communities affected by crisis such as natural disasters, conflicts, and disease outbreaks. Their presence ensures that critical services—such as health, nutrition, WASH, protection, and education—are provided in a timely manner, reducing suffering and preventing further damage to vulnerable population.

Under direct supervisor of the Nutrition specialist, the JPO will be responsible for the following key functions/accountabilities:

1. Emergency planning and preparedness
2. Crisis response and coordination
3. Monitoring, reporting and accountability.
4. Innovation, knowledge management and capacity building

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

#### **Emergency planning and preparedness:**

- Develop emergency preparedness plans: closely work with UNICEF team and partners to develop comprehensive emergency preparedness and response plans
- Risk assessment: regularly conduct risk assessments and scenarios analysis to identify potential emergencies and vulnerabilities in the regions. Ensure these assessments feed into preparedness and response plans.
- Capacity building for partners: support the capacity of partners and communities to enhance their capacity for disaster risk management and response.

#### **Crisis management and coordination:**

- Lead emergency response: coordinate and oversee the delivery of emergency services in response to crisis, ensuring that interventions are integrated, child focused, and aligns with UNICEF's standards. Ensure the timely, effective, and child-centered response to emergencies ensuring that interventions are carried out as quickly as possible to reduce suffering.
- Capacity building: assist in building the capacity of local authorities and emergency responders to handle emergencies effectively and efficiently.
- Collaborate with humanitarian actors: ensure an efficient, and well-coordinated response through working in collaboration with UNICEF team and partners. Actively participate in emergency coordination meetings and cluster activities.

#### **Monitoring, Reporting, and Accountability:**

- Track emergency situations: monitor the progress of emergency responses, including the situation on the ground, interventions, and needs. Monitor the effectiveness of interventions to

*ensure they are achieving the desired outcomes in relation to the wellbeing of children and vulnerable groups.*

- *Reporting: prepare regular reports on the status of emergency responses, including updates on services provided, challenges encountered and response gaps. Ensure that all emergency response data is reported accurately and on time.*
- *Accountability: implement accountability mechanisms to ensure that affected communities are informed and able to provide feedback on emergency interventions.*

***Innovation, knowledge management, and capacity building:***

- *Promote innovation in emergency response: identify and integrate innovative solutions that can improve the speed, efficiency, and effectiveness of emergency response.*
- *Knowledge management: ensures that lessons learned and best practices are documents an shared with organization and partners.*
- *Capacity building: take the responsibility for building the capacity of partners and the field office team to respond to emergencies more effectively.*

#### **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 JPO's work at UNICEF Hawassa Field Office will ensure timely, coordinated, and effective responses to crisis, significantly reducing suffering and protecting children and affected populations. Through proactivel emergency planning, swift crisis response, and strong coordination with partners, children and communities receive life-saving assistance, while long-term resilience is built through capacity strengthening and innovative solutions. The JPO's focus on monitoring, accountability, and knowledge sharing also ensures that respources are used efficiently and that future responses are improved, leading to sustainable recovery and enhance community resilience.*

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

*(Please base on UNICEF Competency Framework)*

<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> </ul> <p><b><u>Core competencies skills</u></b> (please make sure to adjust competency levels depending on supervisory responsibilities)</p> <ul style="list-style-type: none"> <li>• Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>• Works Collaboratively with others (2)</li> <li>• Builds and Maintains Partnerships (2)</li> <li>• Innovates and Embraces Change (2)</li> <li>• Thinks and Acts Strategically (2)</li> <li>• Drives to achieve impactful results (2)</li> <li>• Manages ambiguity and complexity (2)</li> </ul>	<p><b><u>Functional Competencies</u></b> (please use GJP as reference):</p> <ul style="list-style-type: none"> <li>• Persuading and influencing (1)</li> <li>• Applying technical expertise (1)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	<p>A university degree in one of the following fields is required:</p> <ul style="list-style-type: none"> <li>- <i>Public health or related field, international relation or humanitarian affairs, disaster management, social sciences, or another related fields</i></li> </ul>
Experience:	<p><i>A minimum of two years of professional experience in one or more of the following areas is required:</i></p> <ul style="list-style-type: none"> <li>- <i>Experience in humanitarian or emergency management,</i></li> <li>- <i>Experience in emergency setting and interagency coordination.</i></li> <li>- <i>experience working with humanitarian actors.</i></li> </ul> <p><i>Relevant experience in a UN system agency or organization is considered as an asset.</i></p>
Language Requirements:	<p><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></p>