



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



[Please replace the above photo with a picture depicting the programme area or a picture of your office resize picture to pixel size 642X428]

### 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:

- ✓ The JPO will attend the 5- day HCT training, and will be trained on the use of HOPE ( UNICEF corporate solution for beneficiary data management)
- ✓ The JPO will be offered opportunities for regional and country level missions, including for the provision of direct technical support
- ✓ Suggestion to have a one-year posting at regional or country level for the third year.
- ✓ Humanitarian cash transfer is a rapidly growing programmatic area of focus for UNICEF. The number of country offices implementing HCT programmes has significantly increase in the last five years, and both regional and country offices are investing in dedicated HCT Programme positions. As a result, job opportunities exist at regional and country level, offering a high level of potential for retention.
- ✓ The chief of the HCT functions has experienced in mentoring junior staffs, she has been a mentor in UNICEF internal mentorship programme, and has supported, within the HCT team, junior colleagues to grow their skills and be exposed to a variety of opportunities for them to acquire new experiences. This has translated into staffs being promoted within the team and /or be able to secure jobs/be promoted at regional or country level. Stretch opportunities at regional and country offices will also be offered to the JPO.

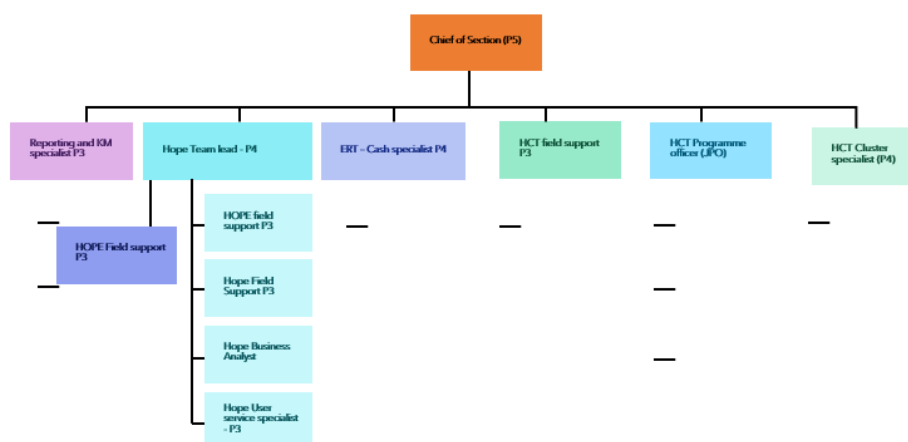
### Information and living condition of Duty station: [For Filed Office locations only]

General Information	Geneva is a city in Switzerland that lies at the southern tip of expansive Lac Léman (Lake Geneva). Surrounded by the Alps and Jura mountains, the city has dramatic views of Mont Blanc. Headquarters of Europe's United Nations and the Red Cross,
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	it's a global hub for diplomacy and banking.
Security	Switzerland is a safe destination, for both professional and personal travel. By exercising good common sense and practicing basic security awareness, travelers can easily avoid most incidents. There are no UN security restrictions on travel within the country.
Housing	<i>Different types of long-term accommodation are available in Geneva: standalone houses and apartments. These could be furnished and/or fully serviced, or unfurnished. Outside of living in Central Geneva, it's possible to live in other cantons or neighbouring France with approximately 30-40 minutes drive or 1hr commute by public transport. Geneva is well served by a host of public transport infrastructure</i>
Schools & Childcare	<i>Most of international staff's children 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. They are more than 18 international schools in Geneva.</i>
Work for spouses & partners	N/A

**Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]**

### Humanitarian Cash Transfer Section Organigram



\*\*\*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: **Programme officer- Humanitarian cash transfers**  
Supervisor Title/ Level: Chief of section, P5  
Organizational Unit: **Programme Group Social Policy Social Protection**  
Post Location: **Geneva, Switzerland (family duty station)**

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

### 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 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:**

*The Humanitarian Cash Transfer (HCT) team in the Social Policy Social Protection Programme group in UNICEF Headquarter is seeking donor support for the funding of a JPO position that will provide critical support the implementation of the UNICEF global scale up plan for Humanitarian Cash Transfer. The JPO will support the HCT Section's ability to ensure the technical excellence and quality of programmatic work on HCT globally for the Organization with respect to one or more of the targeted HCT priorities—provision of technical support to regional and country offices, promotion of the use of HCT across UNICEF's sectors of intervention, contribute to the generation of child sensitive data on the HCT's results, while also supporting the analysis of individual data of cash recipients through statistical analysis of data extracted from the UNICEF corporate data system - HOPE. Overall, the funding of this position will provide much-needed support for the organization's strengthened commitment to the use of Humanitarian Cash Transfer to achieve results for children in emergencies.*

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

The primary purpose of the JPO position is to support UNICEF's cash programming in humanitarian settings. Under the supervision of the Humanitarian cash transfers chief of section (P5), the JPO will support in promoting the systematic use of HCT by UNICEF country offices to deliver results for children as reflected in UNICEF Core Commitments for Children (CCCs). This will also contribute to enable UNICEF to deliver on its Grand Bargain commitments to scale up the use of cash programming in humanitarian settings.

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

1. *Support the provision of technical support to country and regional offices on the use of Humanitarian cash Transfers*
2. *Support the generation of child sensitive data on the use of HCT*
3. *Support to HCT internal and external advocacy and partnership opportunities*

#### 1. **Support the provision of technical support to country and regional offices on the use of Humanitarian cash Transfers**

- Support the HQ level provision of technical support for HCT related preparedness and anticipatory action
- Work closely with the HCT field support team to prepare and support in country support mission
- Contribute to the coordination of remote technical support mission
- Undertake in country field support mission
- Monitor, Review, and identify entry points for the use of HCT through participation to humanitarian HQ level coordination meetings, regular interaction with UNICEF office of emergencies geographic desks, Programme group emergencies coordination mechanism

#### 2. *Support the generation of child sensitive evidence on the use of HCT*

- Support statistical analysis of humanitarian cash transfer beneficiary data from the HOPE system
- Contribute to the HCT knowledge management and communication plan
- Identify opportunities for HCT related impact analysis at country level, and develop partnership to undertake such analysis

#### 3. *Support to HCT internal and external advocacy and partnership opportunities*

- Regular engagement with HCT related external stakeholders (CaIP, CAG, UNHCR, WFP, OCHA, FAO, INGOs, DCF)
- Contribute to identify and engage HCT related private sector partners

### IV. Impact of Results

Supporting the advancement of UNICEF knowledge of cash programming in humanitarian settings will strengthen the UNICEF HCT Community of Practice across the organization, and consequently encouraging south to south learning as well as strengthening UNICEF staff capacity building.

Assisting in the provision of technical assistance remotely as well as in country will contribute to the provision of tailored quality assurance and set up of new cash programs in new emergencies.

Supporting the rollout of the interagency action plan will contribute to effective collaboration; strengthened coordination among agencies, and effectively meet UNICEF Grand Bargain commitments.

## V. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core competencies skills (please make sure to adjust competency levels depending on supervisory responsibilities)

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (1)
- Thinks and Acts Strategically (1)
- Drives to achieve impactful results (2)

### Functional Competencies (please use GJP as reference):

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

## VI. Recruitment Qualifications

Education:

A University Degree in social welfare, international development, development studies, economics, international development, or related social science.

Experience:

- Two years, preferably three years, of relevant professional work experience, in humanitarian contexts

	<ul style="list-style-type: none"> <li>• Experience in technical assistance, policy analysis and guidance, and/or operational experience supporting programme implementation in humanitarian contexts, experience in cash based programming is an asset</li> <li>• Knowledge and understanding of UNICEF humanitarian programmes highly desirable.</li> <li>• <i>Relevant experience in a UN system agency or organization is considered as an asset.</i></li> <li>• <i>Relevant experience with local and/or international NGOs at field level is an asset</i></li> </ul>
Language Requirements:	<p>Fluency in English (required), and French (highly desirable).  Knowledge of another official UN language or a local language is an asset.  <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>