



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 public finance and local governance through courses developed and delivered by UNICEF and our partners. Final selection of courses and activities will be agreed with the JPO but may include:

- ✓ UNICEF online Course in Public Finance for Children;
- ✓ Local governance and sustaining peace course (a collaboration between UNICEF, UNDP, UNCDF and DeLoG);
- ✓ Participation in events on the Financing for Development Agenda
- ✓ Seminars and presentations from visiting experts to UNICEF HQ

Expertise in financing for development and for the SDGs is increasingly in demand both within UNICEF and among other agencies.

Career prospects and potential for retention: Subject to performance and results achieved, the JPO may be eligible to apply for the P3 Social Policy - Local Governance position within the PFLG unit under Social Policy and Social Protection Programme Group, currently being established.

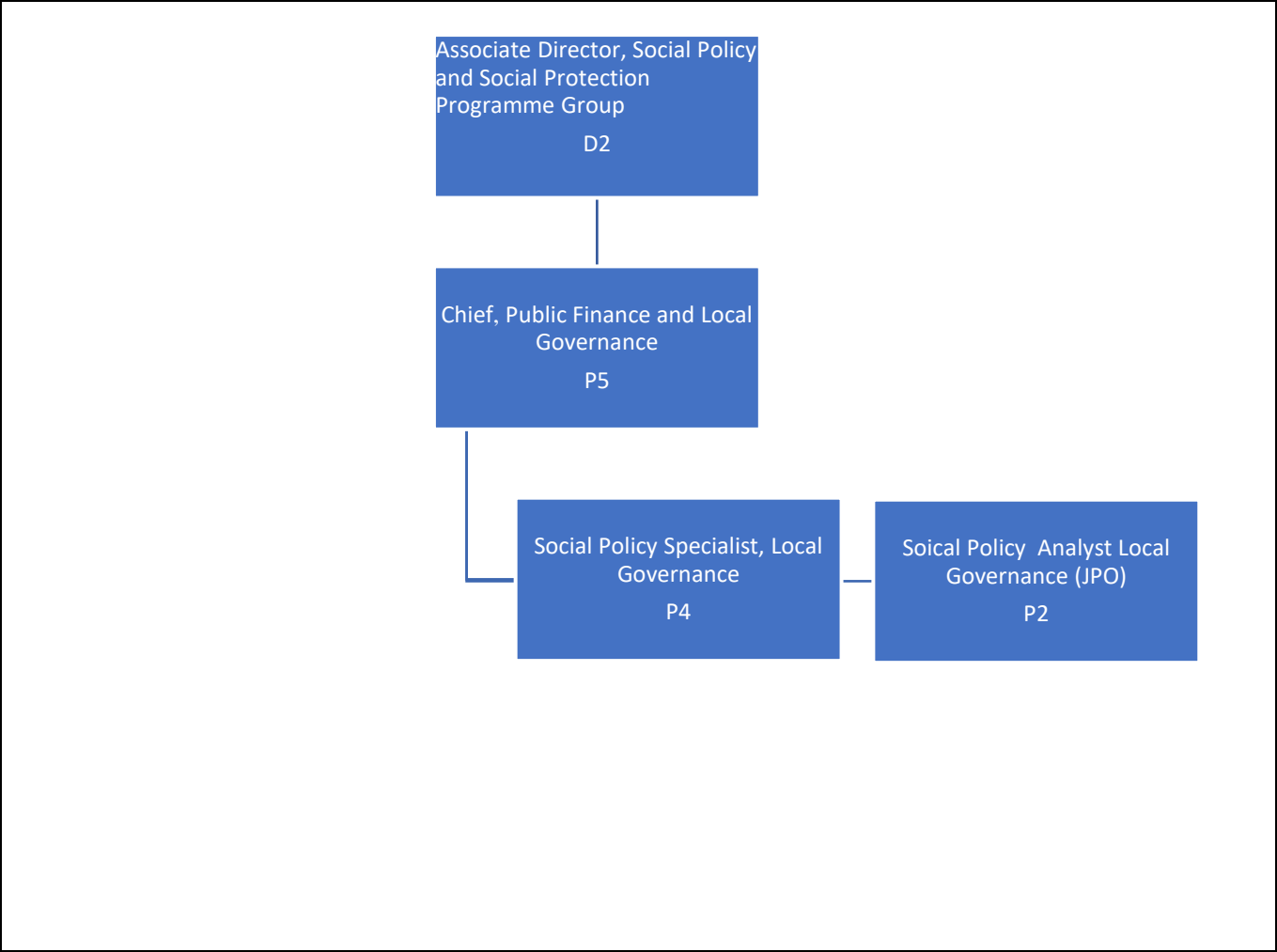
UNICEF Country offices also have exiting positions for Local Governance Officers and Specialists, creating the opportunity for further retention within the organization.

Supervisor's experience in coaching and development of young professionals: Supervisor has received training within UNICEF in managing and coaching. She is experienced in managing small teams, including professionals at the level of G6, NOB and NOC and P2.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	New York City is an iconic US city. It is the Headquarters for UNICEF, UNDP, UNFPA and the United Nations Secretariat. It is the largest city in the US, its financial capital and boasts world-class cultural attractions
Security	The security threat level in New York is classified as Minimal (Level 1), the lowest-level, by the UN Department of Safety and Security. Currently, there are no significant security threats in general nor direct threats to UN personnel or assets within the country. Petty crime is only identified risk
Housing	<p>Like in many various metropolitan cities, different types of long-term accommodation are available in New York: apartments in high-rise buildings, stand-alone houses, houses in gated communities in the suburbs. Housing could be furnished and/or fully serviced, or unfurnished. Living in New York is always a compromise. The choice depends on the individual's selection criteria: whether looking for a less expensive area, for a safe and secure area, an area with good schooling; willingness to commute and if so how long of a commute? Wishing to own a car or not, etc. Living in Manhattan implies that most likely the individual will not buy a car, and so most purchases will be from local department stores and supermarkets/grocery stores. New York City's public transportation system is excellent and reliable.</p> <p>Rental places for one year or less can be looked at in the lobby of the UN Secretariat as well as on the bulletin board on the UN's intranet called the iSeek. A combination of searching on the web and actually visiting buildings/apartments with a broker seems to be a recommended approach. As for safety and security of the different areas of New York, it is best to rely on the word of mouth from colleagues and friends</p>
Schools & Childcare	<p>There are choices of school: public versus private schools; costs; continuity in curriculum; languages; transport provided. School choice depends on where you decide to live, and vice versa.</p> <p>Information on the United Nations International School (UNIS) can be found at www.unis.org. Other schools frequently chosen in Manhattan are the Lycée française and the Ecole Kennedy. 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. The choice of school may also depend on the availability, quality and costs of an after-care programme. Most schools in Manhattan have an after-school programme attached to the regular school programme for an additional cost.</p>
Work for spouses & partners	<p>There are work opportunities for spouses/partners. Spouses holding G-4 visa can work for the United Nations and Missions to the United Nations without a work permit and will not pay US taxes. Spouses with a G4-visa working for a company in the United States or who are self-employed need a work permit and will pay taxes.</p> <p>Note: All work permit issues with US Mission to UN are processed through the office of UN HR Services/LDSD. The staff member or spouse does not deal with the State</p>

	<p>Department or the UN directly.</p> <p>A spouse can join NYLESA, a New York Local Expatriate Spouse Association under the UN Dual Career and Staff Mobility Programme. The NYLESA supports spouses and partners of international UN staff members as they settle in and find career opportunities during their time in New York.</p> <p>Members of NYLESA can:</p> <ul style="list-style-type: none">• Make new friends and become involved with the UN community• Get career support through workshops, seminars and networking opportunities• Practice language skills• Discover NYC and gain useful tips for settling in a new city <p>To get connected with NYLESA, send an e-mail to: membership@nylesa.org <i>applied for through the same hiring organisation.</i></p>
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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: Social Policy Officer - Local Governance
Supervisor Title/ Level: Local Governance Policy Specialist P4
Organizational Unit: Social Policy and Social Protection Programme Group, PFLG Unit
Post Location: New York

Job Level: Level 2
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, 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. UNICEF's comprehensive offer in supporting vulnerable families before, during and after crises harnesses UNICEF's technical, operational and partnership capacity and expertise delivering across its dual humanitarian and development mandate and Core Commitments for Children (CCCs).

To further accelerate results for children UNICEF is working to enhance the subnational and local governance systems for improved service delivery, better accountability, adequate financing options, while making sure children needs are prioritized and protected, especially those of the most marginalized.

Strategic office context: [\[Office Context and JPOs Contribution to the Organization\]](#)

Working under the overall management of the Global Local Governance Specialist, working on Local Governance within the Programme Team, **The Social Policy Local Governance Analyst** will work to support UNICEF's global agenda on local governance, including key strategic policy support and engagement with subnational and local governments through UNICEF's country offices (COs) and Regional Offices. The position will support the implementation and operationalization of the UNICEF Integrated Subnational and Local Governance Framework, as well as facilitate implementing and operationalization on Subnational/Local Financing Service Offer within the new (forthcoming) Financing for Children Framework enabling the analytical work and research on key trends, opportunities and challenges that facilitate the delivery of child rights at sub-national level through capacity building and system strengthening. The JPO will work to enhance networking and partners engagement in local governance programming including with other UN agencies, Local Government Associations, NGOs and donors to leverage funding from both public and private sources towards results for children.

Purpose for the job:

Under direct supervisor the Local Governance Policy Specialist (P4) and the oversight of the Chief Public Finance and Local Governance (P5) the JPO will be responsible for the following key functions/accountabilities: [max 3 to 4 key functions]

- 1. Conduct research and analysis to identify key trends, opportunities, and challenges in order to facilitate the advancement of child rights at the sub-national level. This involves capacity building and strengthening of national and local systems**
- 2. Enhance networking and engagement with partners to increase the effectiveness and visibility of UNICEF's efforts in local governance with a strong focus on local planning, budgeting and financing. This involves leveraging resources for children through partnerships with other UN agencies, key stakeholders, and public and private donors**
- 3. Assist in the coordination of the SDG Localization work and UNICEF's participation in Local 2030 Coalition**

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

- 1. Conduct research and analysis to identify key trends, opportunities, and challenges in order to facilitate the advancement of child rights at the sub-national level. This involves capacity building and strengthening of systems.**
 - Collaborate with UNICEF Regional and Country Offices to assist in gathering and analysing data and information pertaining to key trends, opportunities, and challenges. The aim is to enhance service delivery and the implementation of child rights at the subnational and local levels.
 - Contribute to the collection and promotion of best practices and lessons learned from UNICEF's subnational and local governance initiatives with particular focus on initiatives and examples linked to local level planning, budgeting and financing.
 - Assist in the development of a program document or paper that outlines strategies and tools for implementing interventions related to fiscal decentralization. The goal is to improve outcomes for children at the local level and enhance the delivery of social services.
 - Support the creation and distribution of resources and advocacy materials for sharing best practices with partner organizations and donors.
- 2. Enhance networking and engagement with partners to increase the effectiveness and visibility of UNICEF's efforts in local governance with a strong focus on local planning, budgeting and financing. This involves leveraging resources for children through partnerships with other UN agencies, key stakeholders, and public and private donors.**

- Assist in developing key messaging and external-facing documents related to subnational and local governance. These materials aim to promote UNICEF's work in local governance externally among partners and donors.
- Provide support for networking with partners and donors by preparing meeting summaries, communication messages, and other necessary documents.
- Facilitate and support the organization of global events, whether virtual or in-person, that are related to subnational and local governance. Additionally, assist UNICEF's participation and contribution to global forums, including events and task forces related to SDG Localization, and other UN-related events and processes.
- Promote the exchange of information regarding subnational and local governance programming through platforms like Yammer and Twitter.

3. Assist in the coordination of the SDG Localization work and UNICEF's participation in Local 2030 Coalition

- Support the work of UNICEF within the Local Agenda2030 Coalition and coordination with other UN agencies on SDG localization through the provision of analysis and research on SDG localization tools and good practices and approaches and identification of possible programming partnerships.
- Support exchange and dissemination of tools, guidance and good practices to regional and country office on SDG localization.

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 efficient and effective technical, administrative and operational support provided to knowledge management, horizontal learning, and development of advocacy and partnerships in public finance and local governance will directly impact on the ability of UNICEF to promote and support improved investment in services for children, and improved delivery of services at subnational level. This will specifically protect children's rights in multiple areas, while ensuring that resources are utilized efficiently and effectively in support of results for children. Work will be supported at multiple levels, right from global down to subnational, contributing to the ability of UNICEF to fulfil its mission to achieve sustainable, locally-owned and concrete results, including for the most vulnerable children.

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"> • Nurtures, Leads and Manages People (1) • 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 or similar fields is required: Development Economics, Development Studies, Public Administration, Public Policy.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: Social Sciences Development programming in developing countries, Local governance programing, public administration and development finance</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language is considered as an asset.