



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:

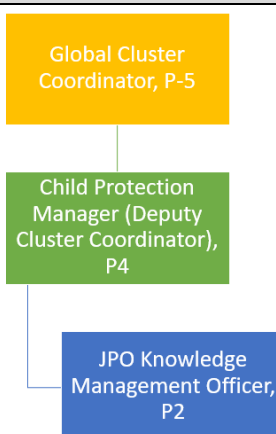
- ✓ Participation in the Global Child Protection Area of Responsibility's Cluster Coordination training, which aims to develop critical coordination and information management skills for effective child protection in humanitarian action response;
- ✓ Participation in the Global CP AoR's annual meeting, organized together with other Protection Cluster and Areas of Responsibilities actors at global and country level, fostering learning and building diverse professional networks to support future career prospects and possible retention;
- ✓ Deployments to support country-level Child Protection cluster coordination groups, enhancing opportunities for global and country-level learning experiences;
- ✓ Mentoring from the supervisor with extensive experience in humanitarian action, child protection programming, and coordination at the country and global level. The supervisor has 10 years of experience in people management, including managing and mentoring junior staff and proactively supporting their career development and progression.

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

General Information	Geneva, Switzerland is a humanitarian hub, home to the headquarter offices of several United Nations Agencies, International Organizations, and Non-Governmental Organizations. Geneva is the second-most populous city in Switzerland (after Zürich) and the most populous city of the French-speaking part of Switzerland, with a population of nearly half a million (including Geneva's main suburbs). Situated where the Rhône exits Lake Geneva, it is the capital of the Republic and Canton of Geneva.
Security	Geneva is a relatively safe city, but criminal activity can occur. Most crimes are non-violent and involve petty theft, pickpocketing or burglary. Drug-related offenses are also common but generally do not involve violence. Incidents of violent crime are low compared to cities of similar size and demographics.

Housing	Different types of long-term accommodation are available in Geneva: standalone houses, houses in compounds, and apartments. These could be furnished and/or fully serviced, or unfurnished. While there is no shortage of accommodation, rents in Geneva are high by most standards. Thus, many expats working in Geneva look for accommodation in the neighboring French towns of Annemasse, Ferney-Voltaire, Saint-Genis-Pouilly, or Saint-Julien-en-Genevais. Most of these French towns across the border benefit from good public transport connections to Geneva. Most apartments are rented unfurnished for a fixed period of at least one year. However, tenants can usually terminate their contract earlier if they find someone suitable to take over their tenancy. Flats should come with their individual basement and access to some sort of launderette, which can be used by all tenants of the building. It usually contains coin-operated washing machines, a dryer, and sometimes a separate room to hang your clothes.
Schools & Childcare	Swiss state schools provide excellent and free education to all children legally residing in Switzerland. Compulsory education starts with kindergarten or nursery schools for children aged four. Primary education is divided into two cycles of four years each (cycle primaire and cycle moyen). Secondary school starts with year (grade) nine. It is divided into a compulsory stage and a period for further education. The former is called cycle d'orientation and caters to pupils aged 12 to 15. After that, children who wish to remain in school can choose one of three options that best suits their talents. Collège, for instance, prepares them for university. The education offered at Swiss private schools is not necessarily better than at state schools, but for obvious reasons, many expats choose to send their children to an international school. They ease the transition from one country to another, especially if your job takes you and your family to different countries all around the world. Most international schools offer a bilingual or multilingual education as well as internationally recognized programs such as the International Baccalaureate.
Work for spouses & partners	Every foreigner working in Geneva must have a valid work and residence permit, with the single exception of EU/EFTA residents whose stay does not exceed three months. Most EU nationals don't need a special permit for short-term work assignments. They must, however, be registered with the Federal Office for Migration by their employer. For all work contracts lasting more than three months, the employer must obtain a work permit for the potential employee. This does not pose a problem for most EU/EFTA nationals. However, getting a work permit is very difficult if the candidate is a third-state national. There are strict limits on the annual number of work and residence permits granted to non-EU nationals every year. Even within these limits, the employer has to prove that no Swiss or EU citizen was able or willing to fill the post and that the salary and working conditions associated with the job conform to Geneva standards.

Reporting line of the JPO





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Knowledge Management Officer (Child Protection in Emergencies)

Supervisor Title/ Level: Joyce Mutiso, Deputy Global Coordinator (P-4)

Organizational Unit: Child Protection Area of Responsibility (CP AoR), Office of Emergency Programmes (EMOPS)

Post Location: Geneva

Job Level: P-2

Contract type: Fixed-term appointment (JPO)

Duration of assignment: 2-to-3-year assignment (1-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a 3rd year, likely in a country duty station, will depend on availability of financial resources and the candidate's performance.

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 programmes, 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.

Job organizational context

This headquarters position will support the Child Protection Area of Responsibility, Office of Emergency Programmes, UNICEF Geneva.

The [Global Child Protection Area of Responsibility](#) (Global CP AoR) is the global level forum for the coordination of child protection in humanitarian settings. Established by the Interagency Standing Committee, as part of the cluster approach and situated within the Protection Cluster, it is led by UNICEF as the Cluster Lead Agency. The Global CP AoR is responsible for ensuring that national and international humanitarian efforts to protect children in Humanitarian Coordinator and Early Warning settings are timely, well-coordinated, and achieve maximum coverage, quality, and impact. The Global CP AoR does this through reinforcing the capacities of cluster coordination staff and partners, providing timely and in-country field support, and strengthening assessment, analysis, advocacy, and response.

The Global CP AoR works closely with the Global Protection Cluster as well as the other Areas of Responsibility, particularly the Gender-Based Violence AoR. The Global CP AoR also closely collaborates with the Alliance for Child Protection in Humanitarian Action.

Purpose of the job

Under the supervision of the Global CP AoR Deputy Coordinator, the purpose of the post is to support effective knowledge management and communication on child protection cluster coordination. The incumbent will also support the development and implementation of effective knowledge management modalities as well as support communication and visibility.

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

Support effective development and implementation of knowledge management modalities

- Assist the Global CP AoR in designing, executing, and monitoring knowledge management modalities, including contributing to capturing and documenting good practices and lessons learned.
- Support to developing, packaging, and disseminating knowledge products, including support to the facilitation of knowledge-sharing events and other dissemination modalities, while identifying and leveraging collaborative linkages with key stakeholders.
- Support the storing, organizing, and accessing of documents and resources, so they are easily accessible to colleagues and partners.
- Support the identification of knowledge resource gaps and needs and contribute to efforts to effectively address gaps and needs.

Support communication for visibility and effective advocacy

- Provide communications support to the Global CP AoR, including newsletters, website content, and social media presence.
- Contribute to tailored communication and advocacy support provided to child protection cluster coordination groups at country-level.
- Contribute to the organization of and attend relevant key advocacy and communication events.

IV. Impact of Results

- Reliable knowledge management system for the Global CP AoR that contributes to timely, quality and predictable tailored support on child protection in humanitarian action coordination and information management and that contributes to influencing agenda setting and discourse as well as to fostering continual learning.
- Effective communication, information sharing and advocacy with partners, donors, other clusters and key stakeholders that will contribute to stronger positioning of the thematic and operational aspects of child protection cluster coordination.

V. Competencies and level of proficiency required

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • <u>Sustainability</u> <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drives to achieve impactful results (1) • Manages ambiguity and complexity (1) • 	<p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • Applying technical expertise (1) • Learning and researching (1) • Planning and organizing (1)
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VI. Recruitment Qualifications	
Education:	A university degree in one of the disciplines relevant to the following areas: communications, international relations, social sciences, including child protection, or field(s) relevant to international development.
Experience:	A minimum of two years, preferably three years, of relevant professional work experience at the national and international levels relevant to knowledge management and communications is required. Background and experience in emergency programming, child protection, and/or experience in the UN and other international organizations would be an asset.
Language Requirements:	Fluency in English and French. Knowledge of another UN working language would be an asset.