



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:

- ✓ **Understanding Giga's Core Work:** The JPO will gain comprehensive exposure to Giga's global efforts to connect schools to the internet, including advocacy, technical assistance, demand aggregation, contracting support, and market-shaping activities. The role will involve engaging with innovative technologies such as AI, blockchain, and satellite imagery, which are critical for monitoring connectivity and driving digital inclusion.
- ✓ **Cross-Regional Experience:** The JPO will have opportunities to travel to Giga's programme countries and visit the Barcelona Giga Technology Centre. These experiences will facilitate implementation support, partnership building, and the development of scalable solutions tailored to country needs.
- ✓ **Career Prospects and Retention:** Based on performance, the JPO may have the opportunity to continue supporting Giga's strategic initiatives, including global and country-level connectivity efforts. Retention could be possible within Giga or broader UNICEF roles, leveraging the JPO's expertise in digital innovation, partnerships, and programme management.
- ✓ **Structured Training and Capacity Building:** The JPO will have access to various training programmes covering topics like innovation methodologies, design thinking, project management, and digital tools. Participation in global and regional conferences, events, and workshops related to

digital connectivity will be encouraged, providing opportunities for knowledge exchange with peers, partners, and experts within UNICEF's Innovation ecosystem.

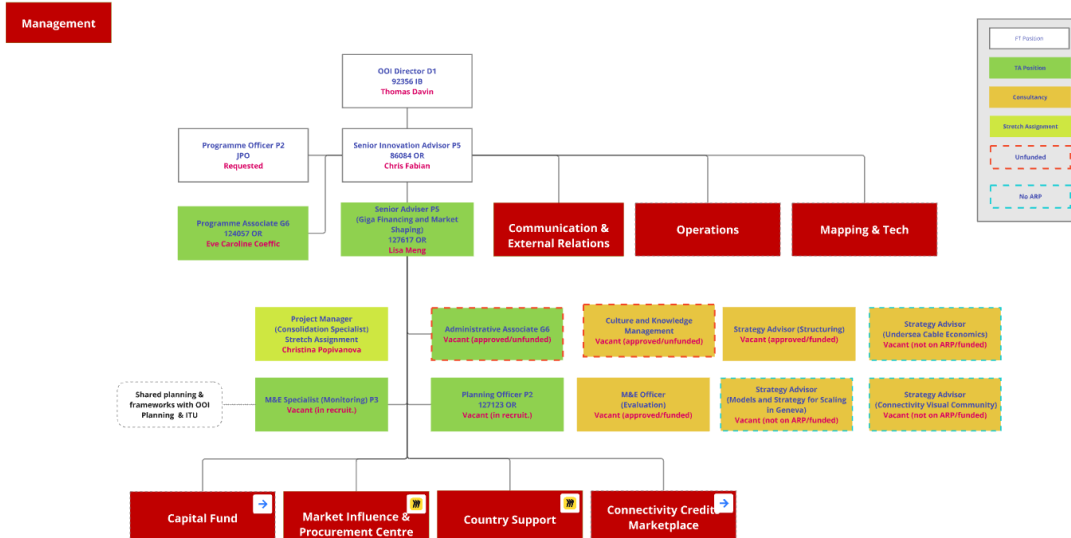
The JPO will be directly supervised by a Senior Adviser for Innovation (P-4 level), who has extensive experience in innovation, programme management, and strategic partnerships within global, multidisciplinary teams. The supervisor will enable the JPO to develop both technical and strategic skills in the field of digital connectivity.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	<p>Strategically positioned at the southwestern tip of Lake Geneva, known locally as Lac Léman, in the canton of Geneva, Switzerland. The city is nestled between the Alps and the Jura mountains, offering spectacular natural landscapes and serving as a gateway to outdoor adventures.</p> <p>The city is located at the point where the Rhône River continues its journey out of Lake Geneva, which is one of the largest lakes in Western Europe. The lake is a central feature of the city's geography, providing Geneva with its famous waterfront and influencing the local climate.</p> <p>To the south and east, the French Alps dominate the horizon, providing stunning backdrops and extensive opportunities for winter sports, hiking, and sightseeing. To the northwest, the Jura mountains offer additional recreational activities, including hiking, biking, and cross-country skiing.</p> <p>Geneva is bordered by France on three sides, with the city just kilometers away from the French towns of Ferney-Voltaire and Annemasse. This proximity to France facilitates cross-border commuting for many residents and enhances the city's multicultural environment.</p>
Security	<p>Switzerland is a safe destination, for both professional and personal travel. By exercising good common sense and practicing basic security awareness, travellers can easily avoid most incidents. French, German and Italian are office. UNDSS classified Geneva as level 1 (minimal) security level. More info</p>
Housing	<p>In Switzerland, the rental market is mainly administered by special real estate agencies called Régies. Occasionally, owners rent their apartments directly. You can find the links of the Régies on the CAGI website as well as in the <i>Induction kit</i>.</p> <p>Upon submission of the CDL application, we can support you with your accommodation search by issuing an attestation certifying your assignment in Geneva, net monthly amount of your salary, and that you will be issued a CDL.</p> <p>To apply for an apartment with a Régie, the following documents will be required:</p> <p>§ “Extrait du Registre des Poursuites” confirming that an apartment applicant is not in a legal debt collection procedure. This can be requested online – French: https://www.ge.ch/poursuites/demander-extrait-du-registre-poursuites; English: https://www.post.ch/en/customer-center/online-services/bureau/info;</p> <p>§ Personal Liability insurance (RC) – you can use www.comparis.ch and go under Insurance/content and private liability insurance section for estimates;</p> <p>§ Three most recent salary slips – since you will not have Geneva pay slips yet, we can issue an attestation based on the estimate from the UNDP salary calculator.</p> <p>For non-Swiss IP staff coming for the first time to Geneva we recommend to watch a 6-minute video on housing in CAGI site which summaries perfectly well the entire process, including the information on the diplomatic clause: https://vimeo.com/385192806</p> <p>Here is a link to the UNDP rental subsidy calculator to check if you are eligible for</p>

	it. Meanwhile, please refer to UNICEF procedure on rental subsidies and deductions .
Schools & Childcare	All the key information about the 18 International Schools in Geneva, Switzerland: Extracurricular activities, if teachers are native, class sizes, fees, school bus availability, etc. can be accessed here .
Work for spouses & partners	If JPO resides in Switzerland and their spouse/partner is recognized by UNICEF then such spouse/partner can have access to the local swiss labor market (UNICEF will facilitate). However, work opportunities are limited.

Reporting line of the JPO

The JPO P Officer will report to Innovation Senior Innovation Adviser and will work very closely with the Giga Management team in Geneva in the planning and knowledge management functions of the section.



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 Programme Officer
Supervisor Title/ Level: Senior Adviser Innovation

Job Level: P- 2
Job Profile No.:

Organizational Unit: Office of Innovation Post Location: Geneva	Job Classification Level:
<p>II. Strategic Office Context and purpose for the job</p> <p>Giga is a global UNICEF and ITU initiative to connect every school to the internet. Its primary objectives are to increase access to information, improve educational opportunities, and promote digital inclusion, particularly for the most vulnerable children. It also serves as a platform to create the infrastructure necessary to provide digital connectivity to an entire country, for every community, and for every citizen. (www.giga.global).</p> <p>Giga is a landmark connectivity initiative of the UN system, named in the Secretary General's Roadmap for Digital Cooperation. The movement to connect all schools across the globe to the Internet was acknowledged in the Secretary General's "Our Common Agenda" (2021) and gained momentum under the Transforming Education Summit, held in 2022.</p> <p>Connectivity is a new area for UNICEF. Global disruptions, of which Covid-19 is just one example, prompted the delivery of essential services through digital tools. Therefore, the attention given to connectivity initiatives is expected to grow.</p> <p>Giga is a capstone project for UNICEF and ITU. Both founding partners have invested human and financial resources in the Giga team which takes the best of the startup culture and applies it within the UN system. As a global, multidisciplinary team, Giga relies on hybrid working arrangements.</p> <p>This setup allows the team to attract the best talent and increase efficiencies. Giga fosters close relations with UNICEF Country Offices, who are indispensable for building partnerships, advocacy and deployment of connectivity solutions.</p> <p>Giga works in three main ways, aligned with UNICEF's core country programming. We create advocacy for connectivity – both at a country level as well as globally, we provide technical assistance to governments with tools for aggregating demand and monitoring provision of connectivity. We support contracting efforts through RFI/RFP templates as well global marketshaping activities.</p> <p>As a global, multidisciplinary team, Giga relies on hybrid working arrangements. This setup allows the team to attract the best talent and increase efficiencies.</p> <p>Giga is active in 19 countries and has connected over 5,600 schools in Sub-Saharan Africa, Central Asia, and Latin America & the Caribbean, providing online access to over two million students and teachers. Key activities in these countries include using AI and satellite imagery to map school locations, using blockchain technology to monitor real-time connectivity status, using infrastructure and policy data to inform connectivity choices, and bringing all these elements together to design sustainable business models for connecting schools.</p> <p>With the support of the Government of Switzerland, Giga is establishing its global headquarters in Geneva and entering an exciting new phase in its development. A core focus of the headquarters team will be to build relationships with Swiss donors, investors, private sector, universities, and international organisations to grow the partnership network, raise additional operating capital and enhance Giga's operational capacity. The Giga team is looking for a Junior Professional Officer to support these activities. Headquarters activities will be supplemented by travel to Giga programme countries, or visits to the Barcelona Giga Technology centre</p> <p><u>Purpose for the job:</u></p>	

Under the guidance of the supervisor, provide professional technical assistance and support for program design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of programme goals and objectives.

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

Under direct supervisor of the Senior Adviser Innovation the JPO will be responsible for the following key functions/accountabilities: The Programme Officer will provide support to all Giga headquarters activities.

Specific responsibilities will include:

- ✓ Support the management team in growing and maintaining the network of partners and supporters in Switzerland and beyond
- ✓ Identify key opportunities and provide critical insights about the Swiss innovation and development finance ecosystem, with a particular focus on innovation, technology, blockchain, development and innovative finance that can be leveraged in pursuit of universal school connectivity
- ✓ Identify ways to maintain strong collaborations across the public and private sectors with a particular focus on the development and application of technology, through partnerships, technical collaborations, joint events, data exchanges, or other methods that build visibility and support for universal school connectivity
- ✓ Preparing key knowledge products, e.g. briefing notes, presentations, meeting summaries, tailored for various audiences
- ✓ Assisting in project management, coordination, country implementation progress tracking, technical support provision, report preparation, and progress monitoring
- ✓ Contributing to and preparing project reports, monitoring project schedules and deadlines, and identifying potential issues or risks that could affect the progression of projects.
- ✓ Leading distinct projects linked to the overall area of engagement, where the project scope will be agreed with the supervisor during the first 6 months
- ✓ Perform other duties as required.

The above duties may be adjusted, and additional duties assigned based on Giga priorities as they evolve. All of the above will also need to be done in close coordination with the ITU Giga and UNICEF Giga team counterparts. Given unique features of the Giga initiative, the incumbent will be exposed to UNICEF and ITU headquarter locations, while also experiencing how UNICEF Country Offices operate in the field. Finally, the incumbent will witness firsthand the establishment of a centre dedicated to the exploration and deployment of open-source solutions for connectivity

IV. Impact of Results

With the support of the Government of Switzerland, Giga is establishing its global headquarters in Geneva and entering an exciting new phase in its development. A core focus of the headquarters team will be to build relationships with Swiss donors, investors, private sector, universities, and international organisations to grow the partnership network, raise additional operating capital and enhance Giga's operational capacity.

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 	<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) • Drive to achieve impactful results (1) • Manages ambiguity and complexity (1)
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VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.
Experience:	<i>A minimum of two years of professional experience in one or more of the following areas is required in project management, business analysis or a related field. Relevant experience in a UN system agency or organization is considered as an asset.</i>
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>