



Presentation of the Executive Director's Annual Report to the Executive Board.

Training and Learning Plan

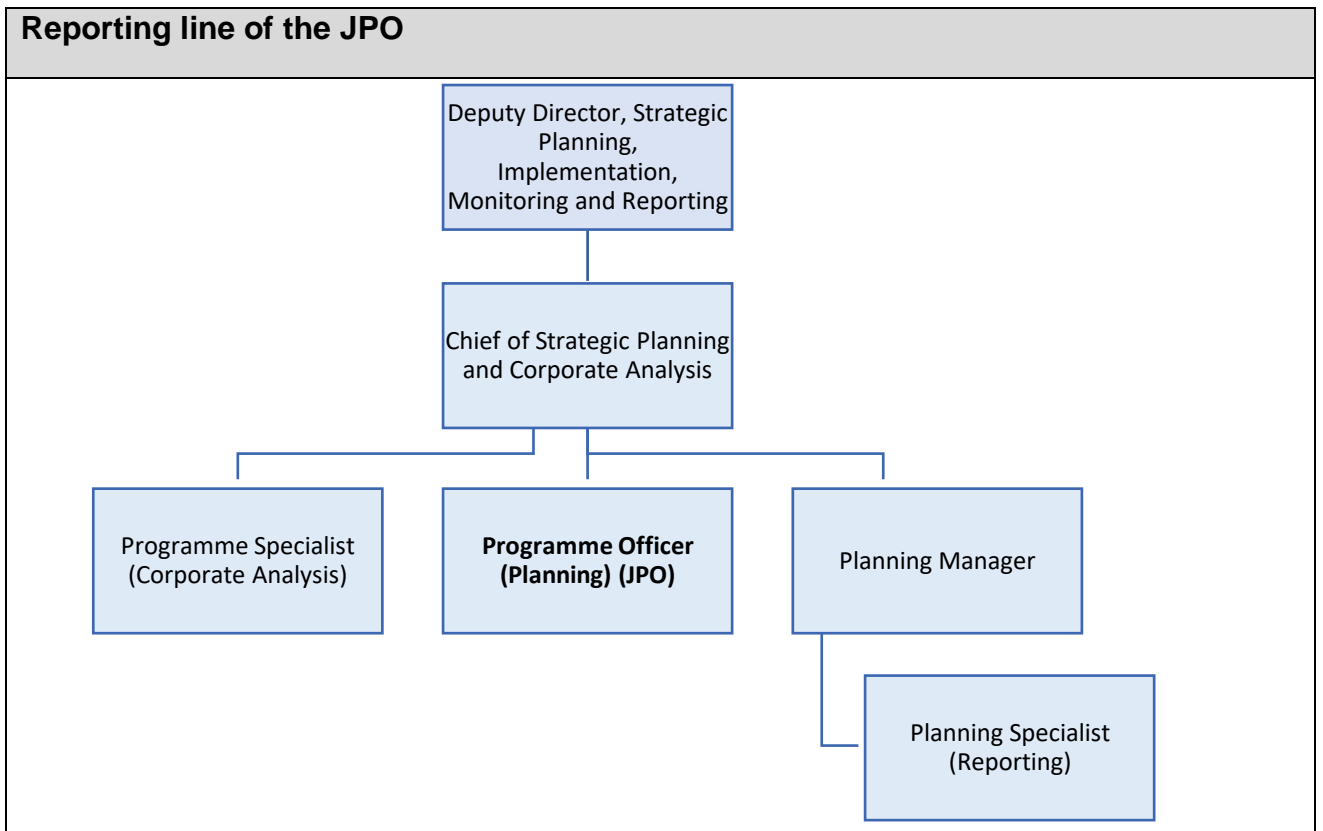
- ✓ Participation in a one-week JPO Induction Programme in New York.
- ✓ Guidance and advice in relation to training opportunities within the field of expertise.
- ✓ Use of yearly JPO training funds for internal/external training opportunities.
- ✓ Participation in the Mentoring, Coaching, and Career 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 different direct and indirect learning opportunities by:

- ✓ Engaging with UNICEF senior management staff (Directors and Deputy-Directors) on Strategic Plan related topics.
- ✓ Managing content-oriented meetings with UNICEF programme and planning technical staff.
- ✓ Collaborating with staff from other UN Agencies on the development of their Strategic Plans and the different approaches taken by them on the implementation of their mandates.
- ✓ Proposing new methods to improve how UNICEF manages performance against strategic objectives.
- ✓ Brainstorming innovative ideas to communicate the differences between the current and the future Strategic Plans.

More details on the supervisor's profile and retention prospects can be found below in the Job Description.

Information and living condition of Duty station:	
General Information	New York City is home to the United Nations Secretariat and several UN agencies' headquarters, including UNDP, UN-Women, UNFP and of course UNICEF. The city is an established hub for diplomatic and international development professionals, where young professionals can grow their network and learn from experts with years of experience in the field and HQ.
Security	New York City is a family duty station.
Housing	Different types of long-term accommodation are available in New York City's 5 boroughs as well as in New Jersey, upper state and in Connecticut. Information on finding accommodation is given to new staff during onboarding at NYHQ.
Schools & Childcare	UN daycare and International Day Care are two schools where staff choose for pre-kindergarten. United Nations International School in NYC has a policy to accept children from UN-parents even during the school year. Other public and private schools are also accessible to UN staff in NYC.
Work for spouses & partners	Spouses holding a 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 G-4 visa working for a company in the US or who are self-employed will need a work permit and will pay taxes.





UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Programme Officer (Planning)
Supervisor Title/ Level: Chief Strategic
Planning and Corporate Analysis, P5
Organizational Unit: Strategic Planning and
Corporate Analysis Unit, PET, DAPM
Post Location: NYHQ
Category (DE/GRP): DE

Job Level: P2
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: P2

II. Organizational 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. The Strategic Plan defines what UNICEF commits to do in honor of that mission during the period of four years. The current SP (2022-2025) is the first of two sequential plans towards 2030 and provides a global framework for all UNICEF offices, our country programmes and National Committees. The upcoming Strategic Plan aims much higher, with a clear intention to move the organization towards contributing to the 2023 Goals. The development of the upcoming Plan comes at a time when children's rights are under grave threat due to multiple crises, due to climate change and complex humanitarian crises. The 2026-2029 Plan is still being developed, but its strong commitment to child rights and Leave No One Behind principles are at its core. Moreover, the Plan will focus on implementing UN 2.0, and keeping UNICEF's emphasis on partnerships with national governments, the private sector and other UN entities. The 2026 Plan consolidates the organization's aspiration to contribute to systemic changes needed to achieve the Sustainable Development Goals.

Job organizational context

Under the guidance and direct supervision of the Chief of Strategic Planning and Corporate Analysis (SPCA), the Programme Officer works in close collaboration with the other teams in PET/DAPM, and other Divisions and technical staff of other UN entities.

Purpose for the job

The Programme Officer (Planning) will play an important role in the development and further implementation of the new Strategic Plan. The development of the upcoming SP requires organization-wide thinking about UNICEF's leverage for global results, as well as different aspects of the organization's work.

The Programme Officer will play a critical role in raising staff awareness of the Strategic Plan, providing a central, institutional narrative and a sense of common purpose to UNICEF staff worldwide. The Programme Officer will support the alignment of programmes with the Strategic Plan's principles and the organization's new strategic direction towards outcome-oriented results. This alignment will increase the global effectiveness of UNICEF's programming and improve its accountability vis-à-vis donors and governing bodies.

The Programme Officer will further contribute to UNICEF's programme effectiveness and institutional accountability by supporting various monitoring and reporting processes, including the Executive Director's Annual Report. The Programme Officer's work will contribute to UNICEF's engagement with other UN entities on matters of strategic planning and corporate analysis, with the objective of improving UN system-wide efficiency and effectiveness and strengthening accountability.

Supervisor Profile

The supervisor for this post is Marcio De Carvalho, Chief of the Strategic Planning and Corporate Analysis team at UNICEF. Marcio has been working with UNICEF and other UN agencies for nearly 20 years, with a profile that combines country-level and headquarters experience in monitoring, strategic planning, implementation, evaluation, research, and analysis. He has over 25 years of experience working with and managing young talents. Before joining UNICEF, he mentored and advised graduate and undergraduate students on their academic and professional careers. At UNICEF, he coordinated multicultural teams, often composed of young professionals with different expertise. This extensive experience positions him well to offer unique insights and guidance to JPOs with a broader interest in the UN development system and cross-system collaboration.

Retention Prospects

Although there are never any guarantees with regard to retention, there are cases where former JPOs were later selected to different types of posts at UNICEF. Retention is also a continuing theme of all performance reviews and planning sessions while the JPO is working in the team. Typically, this has meant that JPOs in this team are given an unusual level of responsibility and high profile. For example, a previous JPO who worked in the team was given responsibility for the Secretary General's World Fit For Children Report in 2022. Similarly, another former JPO was in charge of all youth consultations for the current UNICEF Strategic Plan. Both were offered employment at the end of their JPO assignment.

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

Summary of results-based key functions/accountabilities:

Under direct supervision of Chief of Strategic Planning and Corporate Analysis, the JPO will be responsible for the following key functions/accountabilities:

1. Support the development of the upcoming UNICEF Strategic Plan, and the transition between the current and the future Plans.

2. Help coordinating Strategic Plan monitoring and internal reporting.
3. Support external reporting on annual corporate results, including analysis that will be part of 2025 Global Effectiveness Review meeting.
4. Support to inter-agency work and relationship with UNICEF's Board (working closely to the Office of the Secretariat of the Executive Board on this task).

1. Development of UNICEF's Strategic Plan 2026-2029

The Programme Officer will support the Chief of SPCA in planning and coordinating the development of the 2026-2029 UNICEF Strategic Plan, as well as help in the transition between the current and the future Plans. The Programme Officer will also support the team in finalizing the implementation of UNICEF's Strategic Plan (SP) 2022-2025. This includes coordinating internal communications about the Strategic Plan across the organization. The Programme Officer will ensure that relevant internal SharePoint pages are up-to-date, staff gain basic knowledge about the Strategic Plan, and staff members across all UNICEF offices know how their work relates to the Strategic Plan. The Programme Officer will also support the Chief of SPCA in strategizing the internal and external communication and engagement, such as consultation with UNICEF senior management and various SP governance mechanisms, and organization of workshops or briefings with Executive Board and Member States.

End result: High staff awareness of the purpose and key elements of the upcoming Strategic Plan.

2. Strategic Plan monitoring and internal reporting

The Programme Officer will support the efforts of the SPCA team to monitor progress towards the Strategic Plan's results. This involves ensuring that all data and reporting needs are identified, gaps in systems and processes are addressed, monitoring systems are established, and results are tracked against the established baselines, milestones and targets. The Programme Officer will also support the set-up and roll-out of internal programme effectiveness reviews that will help corporate analysis and improve high-level decision-making.

End result: High-quality annual reporting on Strategic Plan results and high-quality programme effectiveness reviews.

3. External reporting on results

The Programme Officer will provide support for the development of the Executive Director's Annual Report, and guarantee that the core message of this report is replicated in other Global reports. This will involve working with colleagues across the organization to produce high-quality analytical products for inclusion as annexes with the report, as well as work on data visualization to illustrate the results presented in the report and its annexes.

End result: High-quality Executive Director's Annual Report, including informative annexes.

4. Additional tasks

The Programme Officer will also attend coordination, reference group meetings, support annual reviews, and participate in the work planning of the unit and undertake other assigned tasks as required.

End result: Improve team performance and contribution to key milestones of office management.

IV. Impact of Results

The work of the Programme Officer will impact on the reliability, usefulness, and agility of UNICEF's systems. It will improve the accuracy and validation of data used by UNICEF for corporate reporting to governance bodies, donors and key stakeholders at country, regional and global levels. The work comes at a critical time as UNICEF is preparing its upcoming Strategic Plan, and, once that is done, it has to prepare the transition between the current and the future Plans. If the SPCA team, supported by the Programme Officer, manages to guide this development and transition smoothly, it will have a positive impact on results-based management in the organization, including the overall corporate performance reporting to the Executive Board and donors.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies skills

- 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)

Functional Competencies:

- Analyzing (III)
- Relating and Networking (II)
- Applying Technical Expertise (II)
- Planning and Organizing (II)
- Coping with Pressure and Setbacks (II)

VI. Recruitment Qualifications

Education:	Advanced degree in social sciences, public administration, economics, public policy, international relations, development studies, or a related field.
Experience:	Two years of professional experience in strategic planning, programme management, international development, public policy, or a related field, ideally within a UN agency, international organization, or government institution.

	<p>Knowledge of results-based management frameworks, outcome-oriented strategies, or programmatic alignment with strategic objectives.</p> <p>Familiarity with monitoring frameworks and reporting processes, such as the preparation of reports for senior management or external governing bodies.</p> <p>Ability to work effectively in multicultural environments and collaborate with diverse teams.</p> <p>Strong organizational and coordination skills, with attention to detail.</p>
Language Requirements:	Fluency in English is required. Knowledge of another UN official language is considered an asset.

VII. Signatures - Job Description Certification		
Name: Marcio Carvalho	Signature	Date
Title: Chief, Strategic Planning and Corporate Analysis Unit, PET, DAPM		
Name: Pernille Ironside	Signature	Date
Title: Deputy Director, PET, DAPM		
Name: Vidhya Ganesh	Signature	Date
Title: Director, Division of Data, Analysis, Planning and Monitoring		