



## 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 2<sup>nd</sup> year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Enrollment in the Regional Emergency Roaster for Focal Points
- ✓ Field monitoring visits to implementing partners in the region
- ✓ Participation in the LAC Regional Gender Network meetings
- ✓ Participation in relevant trainings, workshops, and events in the region

JPOs will be exposed to working in humanitarian areas, specifically in crises/emergencies, including for example, health, nutrition, child protection, education, water, sanitation, and hygiene interventions, paving the way for multiple career paths.

### Career prospects and retention potential

Through the current Gender Action Plan (GAP) 2022-2025, UNICEF is committed to mainstreaming emergency management as a core focus of work at the Country Office level to achieve better and more equitable results in addressing the humanitarian needs of crisis/emergency-affected populations, especially the needs of all children and adolescents. Building on the lessons and successes of the previous two plans, UNICEF will continue to scale up evidence-based programming and intentionally design programming to promote effective and efficient crisis/emergency management, promoting the organization's sectoral leadership in nutrition, education, WASH, and child protection globally, and especially within the Humanitarian Country Team in Guatemala. UNICEF will continue to promote and leverage existing and new partnerships to promote the participation of affected populations in decision-making on how to respond and address humanitarian needs, promoting interventions to support efforts to generate spaces for equity, well-being, and recovery, at the personal, family and community levels.

As part of the implementation of the Global Action Plan, UNICEF in recent years has invested in the design and implementation of a cross-sectoral response, which has strengthened the capacity of the Country Office in crisis/emergencies based on guidance for humanitarian action from all areas of the organization, including programmes in development, humanitarian and high-income contexts, as well as research, communications, management and human resources, using, among other strategies, e-learning and the expansion of mandatory crisis/emergency training and learning opportunities.

Provided funding is available, there are strong prospects for retention of the incumbent after the first two years.

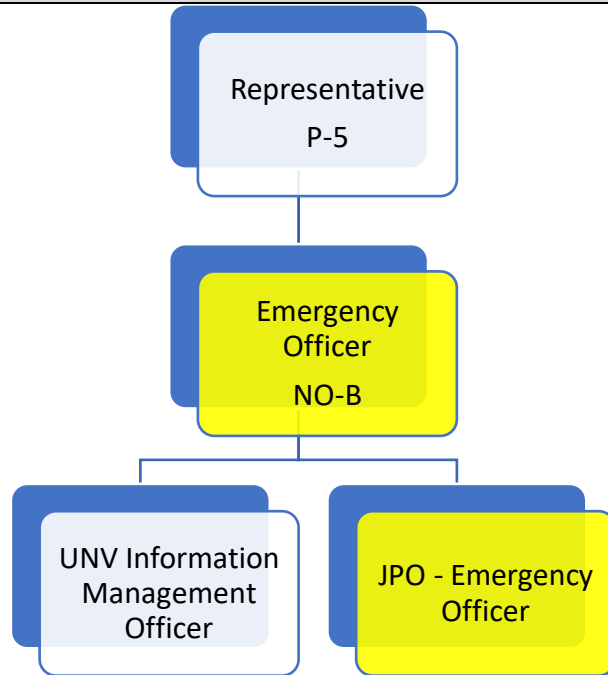
#### **Supervisor's experience in coaching and development of young professionals.**

The incumbent will report directly to the Emergency Officer (NO-B). He/she will be part of the emergency team, attached to the Representative (P-5) and, as such, will meet formally with the supervisor once a week to discuss plans and priorities. Based on his/her annual performance plan, he/she will undergo mid-year and year-end performance reviews, as well as participate in 360-degree evaluations, in which he/she will provide and receive feedback from his/her supervisor and teammates.

The JPO supervisor has been part of the professionals who have participated in the Humanitarian Leadership Workshop (HLW) in 2022, has benefited from the current Gallup-certified internal strengths coaching exercise for supervisors implemented in Guatemala CO, and is currently supervising, coaching, and mentoring a junior colleague at UNICEF.

<b>Information and living condition of Duty station:</b>	
General Information	<p>Guatemala is a Central American country with a unique culture, rich in flora and fauna and multiple places to enjoy. Guatemala City is the capital and largest city of Guatemala, with a population of 3 million inhabitants in the city proper.</p> <p>Guatemala is an upper-middle-income country and the largest economy in Central America, by population and economic activity. In 2021, its population surpassed 17 million and its total and per capita gross domestic product (GDP) were US\$86 billion and US\$5,025, respectively. The country has experienced a stable pace of growth (3.5 percent on average over the 2010-19 period), underpinned by prudent fiscal and monetary management and macroeconomic stance.</p> <p>Guatemala is a country of wild volcanic landscapes, incredible Mayan culture, ancient structures and architecture, remnants of great civilizations past, and unparalleled natural beauty. Guatemala has a tropical climate in the lowlands and a cooler climate in the mountains. At lower altitudes, the temperature remains warm, and the climate is usually humid. In Guatemala City expect an average temperature of around 22 to 28°C during the day.</p>
Security	The Security Level in Guatemala is classified as Moderate (Level 3) as per the UN security management system in Guatemala. Robberies, violence, and organized crime are the main security challenges for the UN in Guatemala.
Housing	Different types of long-term accommodation are available in Guatemala City: standalone houses, houses in gated compounds, apartments. There is a variety of options between furnished or unfurnished. Also, the office is located near a variety of different residential zones and apartments. Guatemala Country Office has a list of Real State Offices that can be shared.
Schools & Childcare	Guatemala City offers a variety of international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes for younger kids. There is a variety of day-cares that are also recognized by these international schools.
Work for spouses & partners	Work opportunities for spouses/partners maybe limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.

**Reporting line of the JPO:**





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Emergency Officer  
Supervisor Title/ Level: Emergency Officer  
Organizational Unit: Office of the Representative  
Post Location: Guatemala

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

### II. Strategic Office Context and purpose for the job

UNICEF's fundamental mission is to promote the rights of all children, everywhere, in everything the organization does: in programming, in advocacy and in operations. The humanitarian strategy emphasizes that the most disadvantaged and excluded children and families in crises/emergencies have their needs met based on a commitment to respect their rights, and especially the rights of children. For UNICEF, humanitarian action means that all children and their families have the opportunity to prevent, prepare for and respond to crises/emergencies based on their full potential, without discrimination, prejudice or favouritism. To the extent that any child has an unequal opportunity in life - in its social, political, economic, civic and cultural dimensions - their rights are violated. There is growing evidence that investing in health, nutrition, education, protection and access to water, sanitation and hygiene in humanitarian situations for the most disadvantaged citizens of a society will not only give all children the opportunity to recover more fully, but will also lead to sustained growth and building resilience in countries. This is why it is so important to focus on humanitarian action in a comprehensive way. It accelerates progress towards the realization of the human rights of all children, from the approach of humanitarian law, which is UNICEF's universal mandate, as stated in the Convention on the Rights of the Child, while supporting the achievement of resilience of nations.

The UNICEF Country Office in Guatemala seeks donor support for the funding of a JPO position for 2025-2026 that will provide critical support for the accelerated implementation of the current and next Country Program. The JPO will support the capacity of the Guatemala CO to ensure technical excellence and quality of programmatic and operational work on crisis/emergency management with respect to different priorities, such as the comprehensive approach to health, nutrition, education, child protection and WASH, while also supporting knowledge sharing on best practices in humanitarian programming and operations across UNICEF and inter-agency collaboration in planning for the implementation of the Core Commitments for Children in Humanitarian Action, targets and indicators under the Sustainable Development Goals (SDGs). Overall, funding for this position will provide much-needed support for the organization's enhanced commitment to promoting crisis/emergency management from a humanitarian perspective as its core mandate.

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

The Emergency Officer reports to the Emergency Officer (NO-B), providing technical and operational support in order to contribute with cross-cutting approaches and strategies to the integration of the crisis/emergency management approach and support to other components of the Country Programme. To do so, he/she will be required to work closely with the Emergency Management Team, which brings together emergency focal points from all programme areas, communication, PFP and Operations, ensuring that cross-cutting approaches and strategies are incorporated.

The role of the Emergency Officer is to provide technical assistance at all stages of programming to facilitate management, monitoring and delivery of results that contribute to crisis/emergency management and

contribute to the development, implementation and monitoring of high quality humanitarian programming across all sectors and institutional crisis/emergency benchmarks in line with the CPD, HAC and CCC's. In addition, the country office management will be supported in the implementation and monitoring of institutional humanitarian standards and benchmarks.

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

Summary of key roles and responsibilities:

1. Technical assistance support.
2. Support to the development, planning, monitoring, and reporting of programmes and projects.
3. Support to the management, monitoring and delivery of results that contribute to crisis/emergency management from a humanitarian perspective.
4. Support to the development, implementation and monitoring of high-quality humanitarian programming and operations in all sectors led by UNICEF in the country.

#### 1. Technical assistance support:

Coordinate the planning, utilization, monitoring and reporting of humanitarian funds allocated to country-specific interventions for the Country Programme, under the direction of the Emergency Officer (NO-B).

- In collaboration with colleagues in the Country Office, contribute to the implementation of the actions of the Core Commitments for Children in Humanitarian Action, both in programmatic, operational, and cross-cutting aspects.
- Accompany the humanitarian leadership of the Country Office in reporting on expenditures (programmatic and operational) at country level, including annual reports, RAM, CSI, CER, SitReps, among others.
- Provide technical input and review of the components of humanitarian interventions in major funding requests and proposal submissions and in the design of funded projects/programs so that the components for crisis/emergency response are clearly defined and the necessary technical capacities for management are included.

#### 2. Support for Programme and project development and planning:

- Support evidence-based Programme and project planning on humanitarian actions, incorporating robust measurement and evaluation of results obtained, in accordance with the HAC and the CCCs.
- Provide technical support for the integration of humanitarian priorities in the country programming phases, particularly in those areas prioritized by the Humanitarian Country Team and the HAC of the current year.
- Work with sectoral colleagues and the Crisis/Emergency Management Group to incorporate robust indicators and measures in initiatives, proposals and advocacy efforts for programmes, projects, and policies, and help develop humanitarian-sensitive theory of change models for sectoral and intersectoral programming.
- Support communication and advocacy efforts, including major events related to the areas of focus of humanitarian programming and operations, in coordination with the sectoral crisis/emergency focal points of the Country Office.

#### 3. Support the management, monitoring and delivery of results that contribute to crisis/emergency management from a humanitarian perspective:

- Support the identification of indicators, measurement, and performance monitoring as it relates to crisis/emergency management from a humanitarian perspective, in collaboration with the emergency section, the planning, monitoring and evaluation section, and sector teams.
- Participate in cross-sector collaboration and coordination on key humanitarian programmatic results.
- Support the strengthening of data collection and compilation systems, as well as accountability mechanisms to monitor and evaluate progress on humanitarian results.
- Support high-quality reporting on humanitarian results.
- Work closely with evaluation colleagues to effectively integrate data collection, monitoring, analysis and reporting on HAC indicators into Programme results and humanitarian performance benchmarks in monitoring and evaluation systems.

<ul style="list-style-type: none"> <li>• Contribute to the country's evidence-generation efforts, supporting the incorporation of the latest knowledge and perspectives from the humanitarian and crisis/emergency management field, and supporting the contribution of a coherent and well-prioritized research agenda in line with the CCCs.</li> <li>• Support the planning and implementation of humanitarian analyses and ensure that the recommendations arising from them are integrated into the Country Programme strategy and action plans and humanitarian strategies and action plans in emergency contexts.</li> <li>• Participate in relevant coordination bodies at the inter-agency level.</li> </ul>
<p><b>4. Support the implementation and monitoring of the Core Commitments for Children in Humanitarian Action and UN humanitarian commitments:</b></p> <ul style="list-style-type: none"> <li>• Contribute to developing capacity in crisis/emergency management from a humanitarian perspective within the country office across all sectors. Support the HR focal point to develop a training plan for staff, identify areas of opportunity and strengthening, and promote capacity development activities within the country office.</li> <li>• Provide technical support and advocacy for reporting and monitoring of international and regional humanitarian commitments undertaken by the country.</li> <li>• Support the development of appropriate emergency preparedness measures, supporting the updating of contingency plans and the establishment of early warning mechanisms.</li> <li>• Contribute to the updating and implementation of the Emergency Preparedness Platform (EPP) in collaboration with the Emergency Section and focal points within the country office. Support the implementation of the training plan for UNICEF staff and implementing partners; and actively participate in the Humanitarian Country Team, contributing to the implementation of the Humanitarian Programme Cycle in Guatemala.</li> </ul>

#### IV. Impact of Results

Humanitarian programmes and projects with a sectoral and cross-sectoral approach are supported and implemented effectively and efficiently, in line with the CCCs and HAC, as well as in line with national, regional, and sectoral priorities always, and the systematic provision of technical assistance on crises/emergencies in close collaboration with sectoral colleagues and the Country Office Crisis/Emergency Management Group. The performance of humanitarian programming and operations is monitored, analyzed, and evaluated in a timely manner, and measurement and research results are integrated into planning and reporting. Programmatic financial resources allocated to humanitarian programming and results are effectively planned and managed for their cost-efficient use, and progress on crisis/emergency Programme expenditures is monitored and reported in a timely manner.

Knowledge, information, and best practices on effective gender programming are generated, managed, and shared within internal networks and with external partners to support programmes in systematizing good practices and lessons learned for humanitarian work in the country.

Humanitarian needs for emergency preparedness are identified and integrated into the planning and implementation of the UNICEF Guatemala country Programme.

#### V. Competencies and level of proficiency required.

<p><b><u>Core Values attributes:</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> </ul> <p><b><u>Core competencies/skills:</u></b></p> <ul style="list-style-type: none"> <li>• Nurtures, Leads and Manages People (1)</li> <li>• Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>• Works Collaboratively with others (2)</li> <li>• Builds and Maintains Partnerships (2)</li> <li>• Innovates and Embraces Change (2)</li> <li>• Thinks and Acts Strategically (2)</li> <li>• Drives to achieve impactful results (2)</li> <li>• Manages ambiguity and complexity (2)</li> </ul>	<p><b><u>Functional Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Persuading and influencing (1)</li> <li>• Applying technical expertise (1)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> <li>• Professional technical knowledge/expertise on disaster risk reduction or emergency management in key issue areas that are the focus of UNICEF's CCC's and the CO Humanitarian Action for Children Appeal.</li> <li>• Substantive, technical, programmatic and research, skills in disaster risk reduction or emergency management analysis.</li> <li>• Professional technical knowledge/expertise on integrating disaster risk reduction and emergency management approach, in humanitarian and development contexts.</li> <li>• Proven rigor in analytical, conceptual and Programme /project design skills relevant to disaster risk reduction and emergency management with an understanding of theories of change and path from intervention to results.</li> <li>• Wide knowledge and understanding of country/regional/global disaster risk reduction and emergency management issues, specifically relating to children and women, and the current trends, methods, and approaches.</li> <li>• Excellent written and oral communication skills, including an ability to write succinctly and clearly and speak in public forums compellingly and with confidence.</li> </ul> <p>Technical Knowledge to be Acquired/Enhanced (for the Job):</p> <ul style="list-style-type: none"> <li>• Mastery of UNICEF's Core Commitments for Children in Humanitarian Action.</li> <li>• Understanding of UN Mission and system, current key UN topics; and International Code of Conduct.</li> <li>• Understanding of UNICEF Mission Statement and UNICEF Guiding Principles</li> <li>• UNICEF strategic framework for partnerships and collaborative relationships, be an asset.</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	A university degree in one of the following fields is required: Social Sciences (i.e. Sociology, Anthropology, Demography, Psychology,

	<p>Political Science or Social Policy), Public Policy, Public Administration, International Development, Disaster Risk Reduction, Emergency Management, or other relevant disciplines.</p> <p>Academic credentials in Comprehensive Risk Management are a strong asset.</p>
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: Disaster Risk Reduction or Emergency Management planning or another related area.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in English and proficiency in Spanish is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>