



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:

- ✓ Field monitoring visits to implementing partners in the region
- ✓ Participation in relevant trainings, workshops, and events in the region

The JPO will be exposed to both humanitarian and development aspects of programme implementation in various areas, including for example adolescent education and gender-based violence against children, paving the way for multiple career paths.

The incumbent will report directly to the Deputy Representative (P4). He or she will be part of the programme team, and as such, he/she will formally meet with supervisor on a weekly basis, to discuss plans and priorities. Based on his/her annual performance plan, he/she will undergo, mid-year and end-of-year performance reviews, as well as participate in 360 degrees evaluations, in which he/she will provide and receive feedback to his/her supervisor and teammates.

The JPO supervisor has been part of UNICEF Management Masterclass 2019, he has been benefitting from the current internal Gallup-certified strengths coaching exercise for supervisors implemented in Guatemala CO, and he is currently supervising, coaching and mentoring two Young UNICEF colleagues.

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

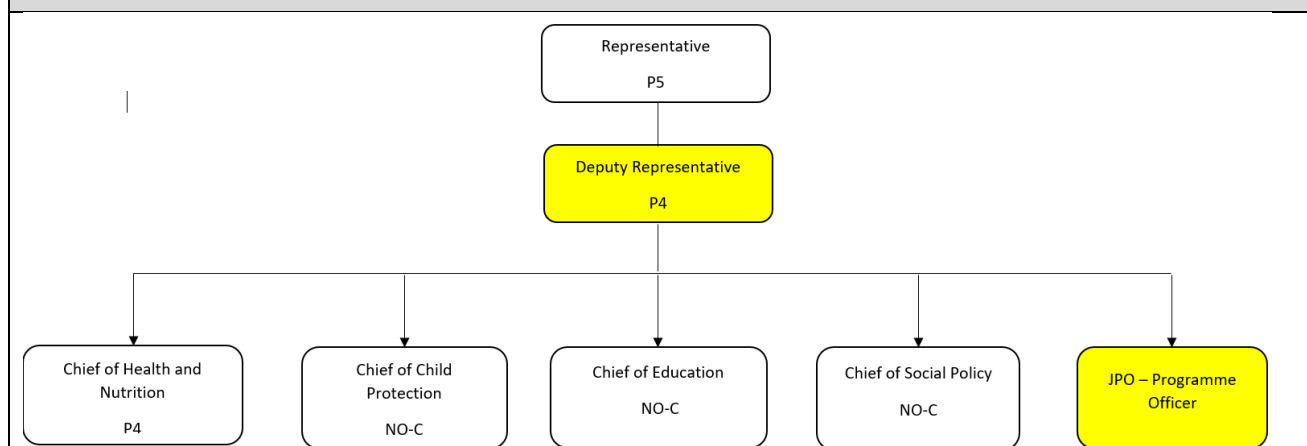
General
Information

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.

Guatemala is an upper-middle-income country and the largest economy in Central America,

	<p>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: JPO Programme Officer
Supervisor Title/ Level: Deputy Representative, P4
Organizational Unit: Programme
Post Location: Guatemala City, Guatemala

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

II. Strategic Office Context and purpose for the job

Strategic office context:

Guatemala faces significant humanitarian and development challenges, particularly affecting children and adolescents, due to poverty, migration, and social inequalities. Many children are deprived of basic services such as healthcare, nutrition, and protection from violence, exacerbating their vulnerabilities. UNICEF Guatemala, in collaboration with key partners, is focused on addressing these critical challenges through robust programs that aim to strengthen child protection systems, provide humanitarian assistance, and improve public services for the country's most disadvantaged populations.

UNICEF Guatemala's 2022-2025 Country Programme Document (CPD) outlines five key outcomes, with a focus on improving child health, nutrition, education, protection, water and sanitation, and social policy. Notably, the country is dealing with complex emergencies, including a surge in migration and natural disasters, which have severely disrupted the lives of children. The office is implementing various large-scale initiatives, including the EU-funded Nutrition and Early Childhood Development (ECD) program, and projects focused on child protection for migrants.

UNICEF Guatemala's Programme section is seeking donor support for the funding of a JPO position for 2024-2025. The JPO will have a pivotal role in Guatemala Office and will provide critical support and technical assistance for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support to programme goals and objectives.

Purpose for the job:

Under the direct guidance of the Deputy Representative the JPO will be responsible for the following key functions:

- Knowledge management for Programmes
- Programme development and management
- Optimum use of program funds
- Programme Monitoring and evaluation

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

1. Knowledge Management for Programmes

Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance. Participate in the preparation of, and making professional contribution to, the preparation of programme reports required for the management.

2. Programme Development and Management

Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor.

3. Optimum Use Of Program Funds

Monitors programme implementation progress and compliance. Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds.

4. Programme Monitoring and Evaluations

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual program status reports in a timely manner, as required.

IV. Impact of Results

- The JPO will have a direct impact on the efficient delivery of UNICEF's programmes in Guatemala by supporting and assisting the implementation, adaptation of alternative approaches and optimal utilization of UNICEF resources.

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

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)

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:	A minimum of two years of professional experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation or administration is required. Experience working in a developing country is considered as an asset.
Language Requirements:	Fluency in English and Spanish is required.