



**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 assignments during and after the 2nd year.
- ✓ The professional UNICEF experience a JPO receives on the job is a strong pre-cursor for many to transition into other talent pipelines within UNICEF's global network. Many JPOs transition into staff roles or take on consulting opportunities after their JPO experience, demonstrating strong retention rates and long-term impact of the JPO experience. By investing in this role, incumbents are exposed to the nuanced work of UNICEF as well as learn on-the-job of UNICEF's work first-hand making them an attractive candidates in future recruitments. The first-hand experience also enables JPOs to leverage the numerous career pathways available to them to secure further opportunities within UNICEF after as well.
- ✓ The supervisor of the JPO brings proven expertise in mentoring early-career professionals, fostering their growth through tailored development plans through their years of senior leadership and their ability to provide constructive feedback, and inclusive collaboration. Their track record shows young professionals under their guidance consistently advancing further, ensuring high-quality supervision and maximizing the potential of donor investments.

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

- ✓ The JPO will have the opportunity to benefit from and engage in training conducted within programmes the JPO will be assigned to. This is in addition to the cross-sectoral training activities offered by the Jordan Country Office (JCO) on various topics identified by the Learning and Development Committee based on needs. The JPO will take part in regional education-related activities organized by the

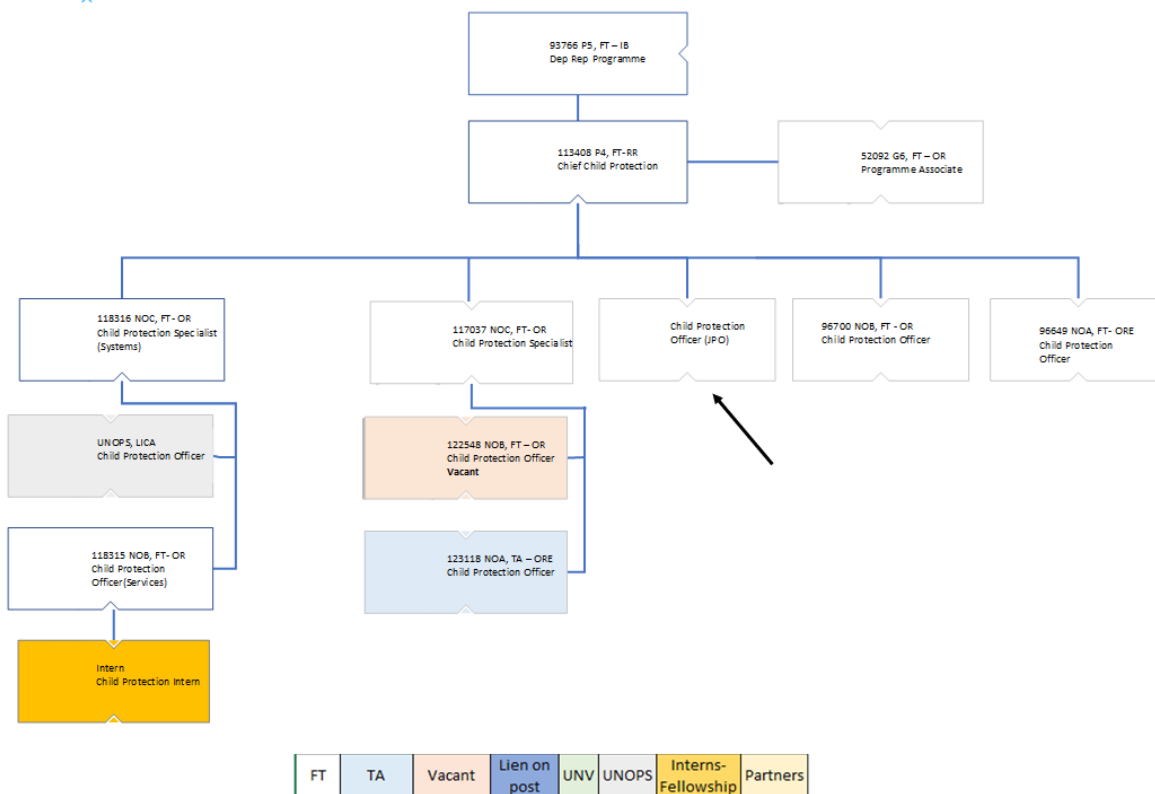
<p>Regional Office and will have the opportunity to contribute in areas the JPO is working on. The JPO will provide technical support, as needed, in a number of programmes the section is leading on with the Government of Jordan, as well as with implementing partners.</p> <ul style="list-style-type: none"> <li>✓ The JPO will also collaborate with colleagues within the section and across the Jordan Country Office and will be provided with the needed support and training that would enable him/her to perform and deploy his/her skills in areas that match his/her expertise and professional experience.</li> <li>✓ JPOs will also report to and be guided by senior leaders at UNICEF Jordan with considerable international and technical experience and committed to the career advancement and coaching of JPOs at UNICEF</li> </ul>	
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Information and living conditions of Duty station:	
General Information	<p>The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. The weather in Jordan is generally pleasant. There are four seasons in the year with summer being dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point. Spring and Fall/Autumn are pleasant times of the year. Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are cool with occasional short snowfalls.</p> <p>Amman is home to UNICEF's Jordan Country Office as well as UNICEF's Regional Office for the Middle East and North Africa.</p>
Security	<p>Jordan is a relatively stable country. The potential for internal or external armed conflict is considered unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development, or for regional issues such as solidarity with the Palestinian cause or with the Syrian crisis. In all situations law enforcement agencies usually manage to contain the situation. Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviour are the main reasons for the high rate for traffic accidents. Amman is a category A duty station (highest rating for the UN) with security level 1.</p>
Housing	<p>Different types of long-term accommodation are available in Amman, standalone houses, houses in gated compounds, and apartments. These could be furnished and/or fully serviced, or unfurnished.</p>
Schools & Childcare	<p>Most international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include kindergarten and pre-school classes (also a nursery).</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are available but limited. If hired by any organization, the spouse/partner would also need a work permit that must be applied for through the same hiring organization.</p>

## Reporting line of the JPO



### JORDAN COUNTRY OFFICE ORGANOGRAM – CHILD PROTECTION SECTION



The JPO Child Protection Officer will report to the P4 Chief of Child Protection.



UNITED NATIONS CHILDREN'S FUND  
Generic JOB PROFILE

**I. Post Information**

Job Title: **Child Protection Officer (Information Management)**  
Supervisor Title/ Level: **Chief Child Protection P4**  
Organizational Unit: **Programme**  
Post Location: **Amman, Jordan Country Office**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code: **1L04**  
Functional Code: **CHI**  
Job Classification Level: **Level 2**

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

**Strategic office context:**

**UNICEF Child Protection in Jordan**

The protective environment for children in Jordan continues to address the social norms that underpin violations of children's rights and improve the capacity of institutions to prevent this violence and to respond to children who survive these violations. Overall, the child protection system and enabling environment for the protection of children and women continues to need to be strengthened. Both Jordanian and refugee children are affected by high rates of child marriages and child labour. Children with disabilities, unaccompanied and separated children, children without parental care, children from marginalized minority communities and children living and/or working on the streets face particular inequities, along with children from the poorest quintile. Refugee children have been particularly vulnerable because of their status.

While the Government of Jordan has made significant improvements in protecting children, several challenges continue to negatively impact children's lives including children experiencing physical, emotional, and sexual violence at home, schools, childcare institutions, communities and online. In addition, children and women experience gender-based violence, many girls are married before the age of 18 years old, many children engage in the worst forms of child labor including children and adolescents begging in the street, the child-sensitive justice system is not in place, and children deprived of parental care are housed in state and non-governmental care institutions across Jordan.

UNICEF continues to support the Government of Jordan and its partners to promote and safeguard the rights of all children and young people by strengthening a sustainable child protection system, including laws policies, procedures, and practices in line with the Global Strategy for Child Protection 2021-2030. The national child protection system aims to respond to the protection needs of children and ensure that all children are protected from all forms of violence, live with dignity in a protective and safe environment and have an equal opportunity to fulfil their potential.

In 2024 and beyond, the focus will be ensuring policies, laws and procedures are in place to enhance the national child protection system, ensuring quality child protection services are delivered by knowledgeable and skilled service providers, and ensuring child protection violations are prevented by enhancing the capacity and resilience of children, caregivers, and communities.

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**Purpose for the job:**

The Child Protection Officer reports to the Chief Child Protection for supervision. The Child Protection Officer provides professional technical, operational, and administrative assistance throughout the programming process for child protection programmes/projects within the Country Programme from development planning to delivery of results. In particular, the Child Protection Officer will play a critical role in supporting the reporting and data management functions within the Child Protection section. The Officer will contribute to the enhancement of both governmental and non-governmental reporting mechanisms, ensuring data accuracy, comprehensiveness, and timeliness. Additionally, the Child Protection Officer will support the development and execution of periodic data analysis, providing insights and actionable recommendations to strengthen the Child Protection team's efforts at the country office level.

Under supervision and guidance, the JPO Child Protection Officer will be responsible for some of the following key functions/accountabilities:

1. Support to programme development and planning
2. Programme management, monitoring and delivery of results
3. Technical and operational support to programme implementation
4. Networking and partnership building
5. Innovation, knowledge management and capacity building

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

**1. Support to programme development and planning**

- Assist and update the situation analysis for the development, design and management of child protection related programmes/projects. Research and report on development trends (e.g. economic, social, health) and data for use in programme development, management, monitoring, evaluation and delivery of results.
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, analysis and reporting of child protection and other related information for development planning and priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical, programme, operational, and administrative transactions, preparing related materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluating of results.
- Prepare required programme documentations, materials and data to facilitate the programme review and approval process.

**2. Programme management, monitoring and delivery of results**

- Work closely and collaboratively with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level

interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes/projects, and to report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, organizational rules, regulations, procedures and donor commitments, standards of accountability and integrity. Report on critical issues and findings to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

### **3. Technical and operational support in data management to programme implementation**

- Conduct Data Inventory and Management: Regularly perform inventories of available data from various sources across Jordan in relation to Child Protection, with a focus on humanitarian issues such as the number of refugees, host communities, affected populations, access to services, and sectoral needs. This includes the collection of relevant sectoral data sets, child population data disaggregated by age and sex, and Section/Sector documents like mission reports, assessments, and evaluations.
- Data Verification and Quality Control: Perform monthly verification of data compiled by partners to ensure consistency, accuracy, and quality. Support the analysis of processed data and information while maintaining data quality control measures.
- Data Reporting and Visualization: Ensure timely and accurate information is available for child protection program progress by compiling, organizing, and analyzing data for reporting, monitoring, and evaluation purposes. Produce tables, graphs, maps, and other supporting documentation for reports and analysis.
- Actively participate in sector coordination meetings and Information Management Working Group meetings. Assist the child protection team with periodic and donor reporting, and support other tasks as assigned by the supervisor and Chief of Section.

### **4. Networking and partnership building**

- Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues on UNSDCF operational planning and preparation of child protection programmes/projects, and to integrate and harmonize UNICEF's position and strategies with UNSDCF development and planning processes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances and support fund raising for child protection programmes.

### **5. Innovation, knowledge management and capacity building**

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

#### IV. Impact of Results

The expected impact of the Child Protection Officer's work will directly contribute to strengthening Jordan's national child protection system, ensuring that children, especially the most vulnerable, are safeguarded from all forms of violence and exploitation. By improving data management, analysis, and reporting, the role will help ensure that child protection programs are informed by accurate and timely information, enhancing the effectiveness of interventions. This will support UNICEF's broader goal of creating a protective environment where all children, regardless of their background, have the opportunity to live with dignity and achieve their full potential. Ultimately, the work will reinforce policies and services that are critical to protecting children's rights and improving their well-being in Jordan.

#### 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.

- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (1)

#### VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: information systems, information science, geoinformatics, social sciences, statistics, information technology, development planning, engineering, business administration, international development, disaster and emergency management, or related areas.
Experience:	A minimum of two years of professional experience in research, child protection, and data management, in one or more of these areas is required. Experience working in information management, data visualization and informatics is highly desired.

	Relevant experience in a UN system agency or organization is considered an asset.
Language Requirements:	Fluency in English is required. Knowledge of the Arabic language will be considered an asset. Knowledge of another official UN language is considered an asset.