



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:

- ✓ The JPO will have the opportunity to benefit from and engage in trainings 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 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.
- ✓ 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.
- ✓ 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

Information and living condition of Duty station: Amman, Jordan

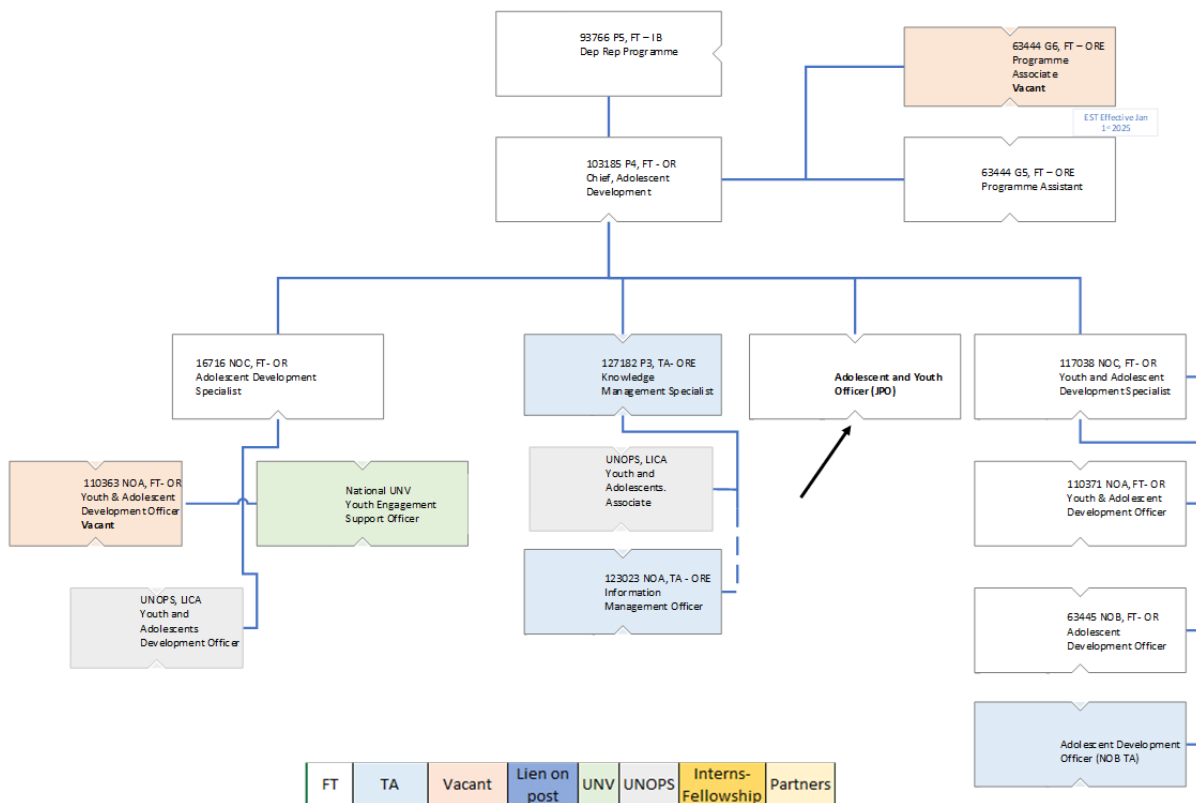
General Information	The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. The weather in Jordan is generally pleasant. There are four seasons in the year with summer being dry, with temperatures regularly reaching 35 degrees centigrade. The winter 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
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	<p>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 – ADOLESCENTS AND YOUTH SECTION



The JPO (Level 2) will report to the Chief Adolescent Development, Level 4.



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Adolescent Development Officer
Supervisor Title/ Level: Chief ADAP P-4
Organizational Unit: Programme
Post Location: Amman, Jordan Country Office

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

II. Strategic Office Context and purpose for the job

The JPO who reports to the Chief Adolescent Development (Level 4) plays a key role within the Knowledge Management & Operations pillar within the Adolescent and Youth unit. The ADAP section is responsible for building an enabling environment for young people, to empower and equip them with knowledge, skills, and opportunities to become socially, civically, and economically resilient and be supported in their transition to productive and resilient adulthood. Specifically, the JPO will contribute to improving government and national partners' capacity to provide adolescents and youth, especially girls and persons with disabilities in most vulnerable communities, with transferable life, digital and vocational skills, and opportunities to practice those skills. The JPO will contribute directly to the evidence generation and dissemination, internal monitoring and evaluation, new business development, knowledge sharing and operations. The JPO will contribute to the professional technical and operational assistance to the whole unit to ensure efficient management and sharing of knowledge, enabling better decision-making and programme and advocacy effectiveness.

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

Monitoring and reporting on the delivery of results

- Work closely and collaboratively with colleagues and partners to discuss adolescent development and participation operational and implementation issues; provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess programmes/projects on adolescent development and participation and report on required action/interventions at the higher level of programme management.
- Contribute to the monitoring and reporting on the use of adolescent development and participation programme and influencing resources (financial, administrative and other assets), verifying compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Participate in regular programme field visits, surveys and exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Contribute to the preparation of regular/mandated relevant programme/project reports for management, donors, and partners to keep them informed of programme progress.

Support to programme and advocacy efforts through evidence and knowledge generation, management, sharing, and curation

- Assist in collecting and analyzing data to derive meaningful insights and trends and to conduct situation analyses and assessments of interventions, thus guiding UNICEF advocacy, policy influencing and development of strategies, frameworks and interventions to promote adolescent development and participation in the country.
- Contribute to evidence-based guidance and recommendations to support priority and goal setting and the development/establishment of adolescent development and participation programme goals, objectives, strategies and results-based planning.
- Participate in evaluations and research studies on interventions or approaches, assessing outcomes and effectiveness against predefined metrics and identifying best practices and lessons learned to inform existing and future programming.
- Conduct research, literature reviews and synthesis of existing evidence to inform best practices and innovative approaches.
- Support staff training in qualitative and quantitative data collection methods, analysis tools and evidence-based practices to enhance organizational capacity in gathering and utilizing evidence.
- Collaborate with external partners, research institutions and experts to leverage resources and networks and access additional evidence and expertise.

Technical and operational support to programme implementation

- Conduct regular programme field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on adolescent development and participation related issues to support programme implementation, operations and delivery of results.

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 practice 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 resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

IV. Impact of Results

The support, research and technical analysis provided by the incumbent strengthens the advocacy, planning and formulation of adolescent development and participation interventions. The achievement of concrete and sustainable results from these programmes contribute to achievement of UNICEF goals in the country to promote the full and active participation of adolescents in determining their essential needs, promoting their rights to a safe environment and protecting their rights to survival, development and well-being in society. This in turn contributes to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality and inclusion in the country.

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 • Sustainability <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) • Drives to achieve impactful results (1) • Manages ambiguity and complexity (1) 	<p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • Persuading and influencing (1) • Applying technical expertise (1) • Learning and researching (2) • Planning and organizing (2)
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VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: anthropology, psychology, sociology, education, social or another relevant technical field
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required with youth development, policy analysis, gender and disability inclusion, and knowledge management.</p> <p>Relevant experience with CSOs or another UN system agency or organization is considered as an asset.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or Arabic is considered as an asset.