



## 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:
  - ✓ There is no guarantee for renewal or retention of the incumbent in the same section or duty station. However, if there is a Program Budget Review exercise in two years, new opportunities might arise within the duty station. At the same time the incumbent will get opportunities to apply to internal vacancies as per UNICEF rules. The experience of this position will help the incumbent to apply and may be qualify for a position within UNICEF or other UN agencies.
  - ✓ Supervisor's experience in coaching and developing of young professionals:  
The supervisor has 24 years of experience within UNICEF. A major part of those years as a manager of teams in multiple duty stations. The supervisor is passionate about developing and nurturing young talents for career and growth.

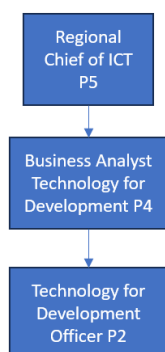
### Information and living condition of Duty station: [For Filed Office locations only]

General Information	Duty station information: The duty station is Amman, Jordan at UNICEF Regional Office for Middle East, and North Africa. Please not there are other two UNICEF offices in Amman, one as the
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	<p>country office for Jordan and the other Service Center for Yemen.</p> <p>Jordan is nestled at the heart of the Middle East, host to a diverse populous rich in culture. Jordan is a relatively peaceful country and the duty station of Amman where this position will be located is classified as an A level hardship duty station indicating as per the ICSC the least difficult to live and work in.</p> <p>Capital: Amman Climate: Mostly arid desert, summers are from June to August, are hot, with temperatures ranging from 32-40°C (90-104°F) and dry conditions. Winters, spanning December to February, bring cooler temperatures of 8-15°C (46-59°F), particularly in elevated areas. Spring (March to May) and autumn (September to November) offer milder temperatures, providing a comfortable experience.</p> <p>Language: Official language is Arabic, but English is widely spoken. Currency: Jordanian dinar (JD) 1 = USD\$ 1.41 (est. Jan 24) Situation remains one of the stable countries in the Middle East. Legal System, Jordan is a unitary state under a constitutional monarchy. Jordan's legal system is based on Islamic law and French codes. The legal system draws upon civil traditions as well as Islamic law and customs. Time: Jordan is two hours ahead of Greenwich Mean Time (GMT).</p>
Security	<p>Please provide information on the level of security at the duty station.</p> <p>Jordan is a relatively stable country. The potentials for internal or external armed conflict are considered very 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 crises. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. Amman is a category A duty station with security level low.</p>
Housing	<p>In Amman both furnished and unfurnished apartments are available for rent. Most neighborhoods are maximum 30 minutes' driving distance from the office. Traffic is moderate and manageable.</p> <p>Here are some of the popular areas among the international community. Once you are in the duty station you can reach out to your local colleagues for pointers on historically cultural hotspots too. <b>Abdoun:</b> A luxurious, well-to-do neighborhood in South Amman. Abdoun Circle is the place to be for its cafes, restaurants, lounges, and fast-food joints. Taj Mall, gyms, and more a bit pricier, but comfortable. <b>Jabal Amman:</b> This bustling, vibrant area in West Amman is full of charm, character, and history. Rainbow Street is a key attraction with plenty of hangouts, cafes, galleries, and restaurants. It's also the center of cultural events, concerts, and Souk Jara. <b>Jabal Al Weibdeh:</b> This neighborhood is a mix of old and new, located between West and East Amman. Home to Amman's contemporary art scene, it has some of the city's best cafes and galleries, and young people love it. Plus, the hillside views are breathtaking. <b>Sweifieh:</b> A trendy, busy residential and shopping area in West Amman, Sweifieh is the perfect place for families. It has a pedestrian shopping zone, Wakalat, with upscale shops, Baraka Mall, Galleria Mall/Carrefour, many cafes,</p>

	services, and pubs. <b>Shemeisani:</b> Located in West Amman, this quieter neighborhood is ideal for those who prefer peace and quiet after a long day of work. It has hotels, businesses, shops, gyms, and restaurants.
Schools & Childcare	<p>There are many options for high quality schools for English, French, and other languages. School websites provide information on schools.</p> <p>The responsibility of employing domestic help, such as nannies, falls on eligible staff members (P - 5 level and above). Regardless, the office can assist with visa and residency processes. Some expatriates may also use outside agencies, office can provide contacts of such agencies.</p>
Work for spouses & partners	<p>Opportunities for Work for spouses and partners: UNICEF has a Spouse Career Support unit based at HQ that works to provide a range of career support and development programmes to Spouses and Partners of UNICEF IP staff. To provide this career support to spouses and partners of UNICEF IP staff globally, the Spouse/Partner Career Support unit arranges workshops, webinars, and online language training. To learn more, visit the Spousal Career Support portal. The UNICEF Jordan Country Office is also maintains a <i>roster of interest</i> for partners and spouses of colleagues who wish to be notified of ongoing opportunities i.e. consultancies at the JCO. Being on the roster is not a guarantee of any job offer; however, the purpose is to connect you to opportunities.</p>

**Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]**



\*\*\*You may use the GJP or use the Specific JD for the below sections\*\*\*



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: JPO Technology for Development Officer  
Supervisor Title/ Level: Business Analyst Technology for Development P4  
Organizational Unit: Digital Technology and Innovation  
Post Location: UNICEF MENA Regional Office, Amman, Jordan

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

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

#### **Strategic office context:** [Office Context and JPOs Contribution to the Organization]

Please write a short pitch on why the governments should sponsor a JPO in your office. Consider including background information, history and programme outline for the country. Give a short background of the programme/projects the JPO will be working on; the impact and contribution of the JPO. .

Overview of the office context in which this position works: The UNICEF MENA Regional Office (MENARO) provides technical support and oversight to fifteen country offices and one Gulf Area Office covering Bahrain, Kuwait, Qatar, Saudi Arabia, and UAE.

The 2022-2025 Regional Office Management Plan (ROMP) articulates MENARO programmatic focus and strategies to support to successfully prepare for and respond to the various complex emergencies impacting the region including Yemen, Syria, Lebanon, State of Palestine and the other situations where child rights are acutely at risk. In addition, co-created by the MENA Regional Office and Country Offices, UNICEF has formulated a regional agenda for the acceleration of results in the next 3-5 years, in response to child rights deprivations and opportunities in MENA, with specific consideration for gender, the humanitarian-development nexus, and adolescents' engagement.

The JPO will work in the Digital Technology and Innovation section formerly known as Information and Communications Technology (ICT) section to support UNICEF programs on Digital Transformation (DX) and Innovation(I). DXI covers two strategic change enablers for UNICEF's current Strategic Plan for 2022-2025. In this role the JPO will perform Business Analysis of DXI projects that are conceptualized in UNICEF programs and operations including in the areas of Health, Education, Child Protection, Social Protection, WASH, Climate and in internal operational areas. The incumbent will also provide support on data related projects like Business Intelligence, Developing Dashboards, Databases design etc. The incumbent will also perform technical writing of various kinds like drafting concept notes, terms of references for deliverables for vendors, presentations on different topics etc.

The JPO will have an excellent opportunity to apply his/her skills and knowledge on Digital Transformation and Innovation for uplifting condition of children both in development and humanitarian context. This is a unique opportunity to learn how digital technology is practically applied for different uses case to strengthen national systems as part of e-Governance to manage and deliver services to children who are the future of all nations. These learning will certainly boost the career prospect of the JPO in many sectors including UNICEF, UN in general, public and private sectors. At the same time the office will benefit from the fresh minds and approaches of the JPO along with her/his skills and knowledges in the subject matter of DXI .

**Purpose for the job:**

Please outline the overall responsibility of this position,focusing on:

1.)What purpose it serves?:

JPO will augment the regional T4D function supporting 16 UNICEF country offices in the MENA region. Currently there is only one full time staff member for this function.

2.)What is it accountable for? : The incumbent will be accountable for technical assistance on various topics on DXI : Business Analysis, Projects related to data, Frontier technologies, Technical Writing.

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

Under direct supervisor of the Business Analyst Technology for Development the JPO will be responsible for the following key functions/accountabilities: [max 3 to 4 key functions]

1. Business Analysis of Digital Transformation and Innovation projects.
2. Data related projects including dashboards, databases, setting up forms for data collection, GIS etc.
3. Technical writing on various topics in Digital Transformation and Innovation
4. Provide support on at least in one of frontier technologies: Generative AI, AI via Machine Learning, Data Science/Big Data, Blockchain, IoT programming and any other suggestions not listed here from the applicants are welcome, etc.

**IV. Impact of Results**

(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)

Digital Transformation is one of the change enablers for UNICEF Strategic Plan for 2022 and 2025. To effectively deliver a part of UNICEF programs through digitally transformative manner, UNICEFs needs adequate human resource capacities around DXI. UNICEF MENA Regional Office's has also prioritized DX in the recently concluded Mid Term Review of the current Program Cycle ending in 2025. To achieve both global and office goals, additional human resource in DXI is needed. This will increase efficiency of regional office's mandate to provide technical assistance and oversight support the 16 offices in the region.

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## V. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

<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> (please make sure to adjust competency levels depending on supervisory responsibilities)</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 (1)</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 (1)</li> </ul>	<p><b><u>Functional Competencies</u></b> (please use GJP as reference):</p> <ul style="list-style-type: none"> <li>• Persuading and influencing (1)</li> <li>• Applying technical expertise (2)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> </ul>
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## VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: A bachelor's degree in any of the following areas: Computer Science, Computer Engineering, Business Administration on Management Information Systems, Data Science, Statistics, and relevant fields.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: Business Analysis, Project Management, Software development, AI, Vendor Management, Blockchain, Data Science, Big Data, Open-Source Projects, Database, Technical Writing etc. Relevant experience in a UN system agency or organization is considered as an asset. Professional certificates in any of these areas will be considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.