



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:

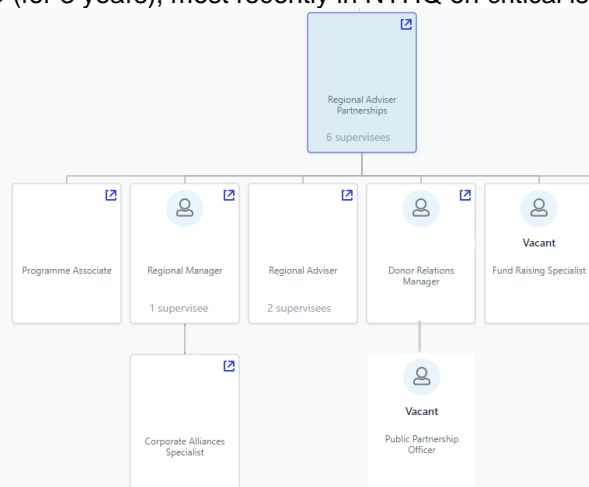
- ✓ The JPO will be expected to read widely throughout the stay at the duty station. Initial readings will focus on key policy and situation analysis documents of the duty station; UNICEF documents relating to programmes, including rules and regulations of the organization; related literature on programming; emerging issues in the duty station and the environs and the JPO's own areas of interest. Thereafter the JPO can combine programme related reading and her/his own project.
- ✓ The duration of the JPO's assignment allows for him/her to go through at least one annual cycle with the UNICEF office. The JPO will learn through participation in meetings both within UNICEF and with counterparts, and get to see how decisions are made and how the implementation may not go according to plan.
- ✓ Stretch assignments for learning purposes to other duty stations are also encouraged and training budget could be utilized for that purpose.
- ✓ In the last year of their assignment, the JPO will be encouraged to start exploring opportunities that will transition the JPO from their assignment to a potential career progression as a full staff member. These resources are available within the UNICEF system already for career preparation. For example, JPOs have access to professional career counsellors who work closely with them during the career transition phase. The services provided by these counsellors include - career advice, coaching and guidance on developing strong applications and CVs and preparing for interviews.

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

General Information	<p>Amman is the capital of the Hashemite Kingdom of Jordan, a country rich in history and culture and breathtaking sceneries. Distances are short so you can easily drive from north to south in six hours. Amman is a city built on hills, which provides with spectacular views from wherever you are in the city. Arabic is the official language, but people are eager to speak in English. The city is among the most popular locations in the Arab world for multinational corporations to set up their regional offices, alongside Doha and only behind Dubai.</p> <p>Amman's climate is dry, sunny and cloudless from May to November where temperature rises to about 32° C (90° F). From December to February the weather is cool and sometimes wet as this is the period where most of the country's rainfall occurs. Islam is the state religion, but Govt does not interfere with the minority group of Christians.</p>
Security	Jordan is one of the most stable countries in the region, despite being surrounded by countries with high security levels such as Syria and Iraq. Amman is category A duty station with security level classified as low (Level 1) as per the UN security management system in Jordan.
Housing	East Amman is older and more traditional while West Amman is more modern, cosmopolitan, and where most expats live. It is easy to find furnished apartments. Houses with gardens can be found sporadically. House sharing, particularly amongst the younger members of the international community is common practice
Schools & Childcare	There are a number of International Schools, including French ones. There are also good private schools that offer education in English/Arabic. There is an abundance of nursery options available.
Work for spouses & partners	Work opportunities for spouses/partners are not easy to find. However, support can be sought from the Local Expatriate Spouse Association. There are lots of opportunities for short term consultancies and volunteering.

Reporting line of the JPO

The JPO will be an integral part of the Partnership and Resource Mobilization team. The JPO will report to the Partnership Regional Manager (P-4) and will have a functional line to the Chief of Partnership and Resource Mobilization. The Partnership Manager has more than 10+ years of experience supervising junior and mid-level professionals, providing coaching – on both work-related topics/growth as well as targeted career development sessions. In addition, the Partnerships Manager has hands-on experience supervising a JPO (for 3 years), most recently in NYHQ on critical issues related to UN Reform and Coherence.





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Public Partnerships Officer**
 Supervisor Title/ Level: **Donor Relations Manager**
 Organizational Unit: **UNICEF Middle East and North Africa Regional Office**
 Post Location: **Amman, Jordan**

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

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Together with its partners, UNICEF works in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

In all of its work, UNICEF takes a life-cycle based approach, recognizing the particular importance of early childhood development and adolescence. UNICEF programmes focus on the most disadvantaged children, including those living in fragile contexts, those with disabilities, those who are affected by rapid urbanization and those affected by environmental degradation.

UNICEF has established a Junior Professional Officers Programme (the "JPO Programme"), which enables governments to fund Junior Professional Officer ("JPO") posts at UNICEF so that young men and women from the government's country can acquire field experience in international development co-operation activities, such as those of UNICEF, under the close supervision of senior UNICEF officials, while also contributing to the implementation of the programmes and activities of UNICEF through temporary service in UNICEF's field offices.

Strategic office context:

The post is located in the Middle East and North Africa Regional Office (MENARO). MENA is comprised of 15 Country Offices and one Area Office, which include High Income Countries, Middle Income Countries and Least Developed Countries. MENA currently has multiple countries in Level 3 emergency status, and is home

to some of the world's longest protracted crises, such as Sudan. The country contexts in the region span humanitarian and development programming; HICs and countries contributing towards global fundraising and partnerships through regional initiatives.

Purpose for the job:

The purpose is to support establishing and/or strengthening collaboration with key stakeholders in MENA, and provide an interface for environmental scanning, knowledge exchange, and resource mobilization. S/He may also serve as a focal point and resource for colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to support in creating a strong base of partners in support of UNICEF's mission.

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

1. Working with Regional Office colleagues, support the identification of partnerships and broker resource mobilization agreements (i.e., including multi-country and other regional opportunities) in support of the child right's agenda in the region. Provide analysis of the current environment and trends and formulating recommendations for strategy approaches and message development.
2. Supports the development and maintenance of knowledge/information with current and prospective partners, donors and relevant stakeholders, contributing to a database of profiles/factsheets of key partners and donors.
3. Supports the expansion of UNICEF's network of key interlocutors to build stronger partnerships with new regional partners in both the public and private sector, with a focus on expanding partnerships opportunities with international financial institutions, public private partnerships, etc.
4. Contributes to the documenting and/or development of new partnership and resource mobilization practices/tools and approaches – with a specific focus on countries in humanitarian contexts. This would include practices and approaches on preparedness actions and strategies for partnerships in the region.
5. Contributes to strategies for engagement and the development of communications products for partnerships to enhance UNICEF's visibility and influence with key stakeholders, including, for example, supporting the development of a regional platform for partner engagement.
6. Supports in providing strategic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners. Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed.

IV. Impact of Results

The key result is to support in creating a strong base of partners in support of UNICEF's mission. The Partnerships Officer is a professional in the field of external relations, in particular partnership development and resource mobilization. The quality of work and external communications performed by the Officer directly impacts on the professionalism of the incumbent and the overall reputation of UNICEF. S/He follows established procedures but is expected to make recommendations on strategies for engagement and communications products. The Partnership Officer is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners.

V. Competencies and level of proficiency required

<u>Core Values attributes</u> <ul style="list-style-type: none">• Care• Respect• Integrity• Trust• Accountability <u>Core competencies skills</u> <ul style="list-style-type: none">• Nurtures, Leads and Manages People (1)• 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)	<u>Functional Competencies</u> <ul style="list-style-type: none">• Leading and Supervising [1]• Formulating strategies and Concepts [2]• Relating and Networking [2]• Persuading and Influencing [2]• Applying Technical Expertise [2]• Entrepreneurial Thinking [2]
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VI. Recruitment Qualifications

Education:	An advanced university in international development, public affairs, international relations, political science or other related field
Experience:	At least two (2) years of progressively responsible professional experience in external relations, liaison and/or any resource-mobilization related activities, preferably in an international organization is required.
Language Requirements:	Fluency in English is required with knowledge of another UN language considered as an asset.