



## 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:

The JPO will be availed UNICEF online training courses on Agora / Coursera as well as various internal UNICEF capacity building programs and events with partners, other UN agencies and other stakeholders. The JPO will have access to all UNICEF Staff Member training and capacity development opportunities. In 2024, we provided our staff with training on a wide variety of training (please see below) and our efforts in this sense will continue in 2025.

Some of the courses available and very helpful are:

- Interpersonal Communication and Negotiation Skills Training
- Business Writing Skills: report, proposal, email etiquettes, letter etc.
- Planning, Organizing and Time Management
- Social and Emotional Intelligence: anger management, civility and unconscious bias
- Career Planning: CV writing, preparation for technical test and interviewing skills
- Data Analysis for Decision Making and Data Presentation for Policy Makers
- Transformative Conversation Training for Supervisors
- Your stress and anxiety – getting stress fit
- How to survive at home during a crisis?
- Building personal resilience: mental & physical wellness
- Positive mental attitude in challenging times
- PSS support to staff and families

The JPO will have access to section specific training and capacity development opportunities. For example, the JPO will take the humanitarian coordination related webinars, Humanitarian performance monitoring, etc.

The JPO will also have access to our online Agora training platform. The following training courses will be made available:

- Security Awareness Training, BSAFE
- Ethics and Integrity at UNICEF
- Fraud Awareness
- Prevention of Sexual Harassment and Abuse of Authority (PSHAA)
- Prevention of Sexual Exploitation and Abuse (PSEA)
- UN Human Rights and Responsibilities
- UNICEF Information Security Awareness Face to Face:
- Security Awareness Training (SAT)

In addition, UNICEF Bangladesh Country Office will organize regular briefing / orientation in UNICEF Competency Framework: Behaviours to Guide the Way We Work.

The JPO will be mentored and trained so as to improve his/her skills and the right skill set and competencies to be able to apply for higher positions within UNICEF. Since emergency is a growing issue around the world and demand for emergency -focused personnel ever increasing, there will be opportunities for career progression and retention for the candidate.

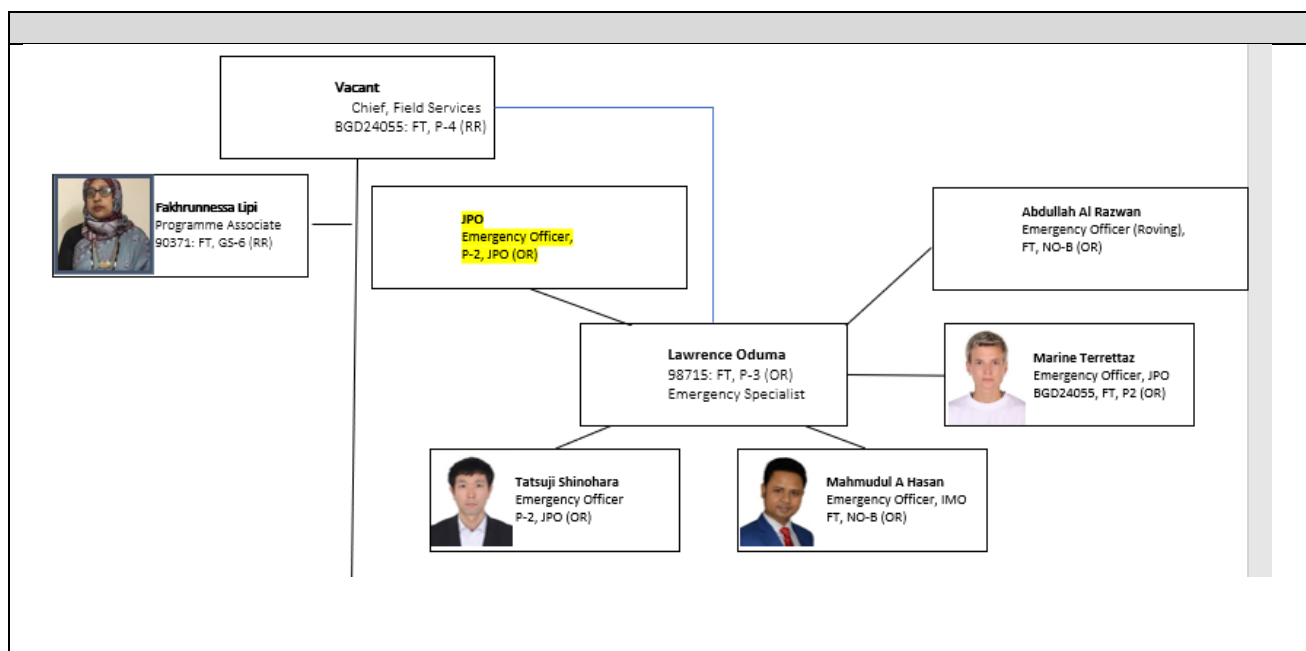
The supervisor has over 28 years' experience (20 internationally in Sri Lanka, Afghanistan, Liberia, Zimbabwe, South Sudan, Somalia and Bangladesh) ) in high level management positions in the humanitarian sector. He has managed teams varying in size from 11 to 270 staff. He currently manages a team of 11, including 2 JPOs (from Japan and Switzerland).

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

General Information	<p>UNICEF has supported Bangladesh for more than 60 years, working with the Government to improve the situation of all children in the country, especially the most marginalized. Together with the United Nations Country Team, donors, civil society organizations and local communities, UNICEF will continue to work with the Government to address remaining challenges to ensure the well-being of children.</p> <p>The Government of Bangladesh – UNICEF country programme of cooperation for 2022-2026 is a product of an extensive consultative process carried out in 2020-2021. UNICEF and Government partners highlighted gaps in the well-being of children, identified UNICEF's comparative advantage and took note of lessons learned from previous years while developing the programme. In June 2020, the country programme document – endorsed by the Government – was submitted for the approval of the UNICEF Executive Board during the second regular session. After reviewing the country programme, the Executive Board approved the programme and related budget. The country programme is fully aligned with and contributes to the goals of the 8FYP and of the United Nations Sustainable Development Cooperation Framework.</p> <p>Bangladesh is a country prone to recurrent natural hazards, with cyclones and floods being common occurrences that lead to humanitarian crises, particularly affecting children and vulnerable populations. According to the HCTT NEXUS Strategy (2021-2025), between 2014 and 2020, 18.33 million people were exposed to climate-related hazards in Bangladesh, with an estimated 12.10 million people affected by cyclones, floods, landslides, and storm surges. The economic loss during this period is estimated to be up to \$334.94 million. In 2024, tropical Cyclone Remal severely hit Bangladesh and impacted 4.6 million people across 19 districts, resulting in 18 deaths and 1.3 million people needing humanitarian assistance. Simultaneously, floods in the northeastern regions that begun in June 2024, impacted 3.74 million people, including 1.93 million women, 1.65 million children, and 37,219 people with disabilities, further straining the nation's resources.</p>
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	<p>Additionally, the Chattogram and Sylhet Divisions continue to suffer from the impact of severe flooding, which began on August 17, 2024, due to heavy monsoon rains. The rising water levels in major rivers have affected approximately 5.82 million people, including 2.36 million children. With 71 reported deaths and over half a million people displaced, many remain stranded without food or aid, and rescue efforts are hampered by inaccessibility in certain areas. According to UNOCHA, a total of 18.3 million people has been affected by the cyclone and floods since May 2024, with 2.7 million in need of assistance.</p>
Security	<p>UNDSS rules are applicable at workplace, residence and during travel in the field. International staff must always be conscious about the fact that security threats that may affect individuals and their dependents living in the duty station exist all the time and precautions should be exercised. Avoid public places where people gather in large numbers, i.e., cinema halls, trade fairs/ exhibitions, political meetings, processions, religious congregations. At dawn or nighttime, be careful walking on roads, even in designated residential areas as possibility for nabbing and stealing personal belongings by street gangs or individuals exists. However, traveling in a vehicle is safe.</p> <p>Obtain your security clearance before travelling to Bangladesh. It is mandatory for UN personnel and their eligible family members to obtain security clearance for all official travel, regardless of location, and they cannot commence official travel without it. The web link for online security clearance procedure is: <a href="https://dss.un.org">https://dss.un.org</a>. If you do not have a valid UN email ID, please contact your Focal Point in Dhaka to process your security clearance request.</p> <p>It is mandatory for you to attend CSB (Country Security Briefing) and SAT (Security Awareness Training) at UNDSS-Bangladesh within three days and three months respectively of arrival in Dhaka. The validity of SAT certificate is four years after which point the individuals are required to re-take the training and revalidate their certificates.</p> <p>Please note the cell numbers in case of any emergency: UN Radio Room (24/7 basis): +8801713257666, UN DSS Hotline: +8801758777777</p>
Housing	<p>Residential flats are available in diplomatic zone in Dhaka city that will take approximately one-hour drive to the office. There are local means of transportations including bus, taxi, rickshaw etc. The currency in Bangladesh is the Taka (Tk), which is currently equal 109 Taka to the US\$ Dollar. ATM booths are available for cash withdrawal in different locations of the city. Medical facilities are adequate near to office locations and residential locations.</p>
Schools & Childcare	<p>Different options of internationally accredited schools exist, taught either in English or French. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger children. It is advisable to ask your embassy in Dhaka which schools your compatriots prefer for their kids.</p>
Work for spouses & partners	<p>Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization and Ministry of Foreign Affairs of the Government. UNICEF office also have support services for this.</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 Emergency Officer  
Supervisor Title/ Level: Emergency Specialist  
Organizational Unit: Field Services  
Post Location: Dhaka, Bangladesh

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

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

#### Purpose for the job:

Under the supervision of Emergency Specialist, the Emergency Officer will support the implementation of the Bangladesh Country Office DRR, emergency preparedness and response. S/he will be responsible for supporting the Emergency Specialist on the technical contribution to the development, planning, implementation, capacity building, monitoring and evaluation, and coordination of the emergency interventions to advance the survival and well-being of children, mothers and affected communities in an emergency. The JPO will support the Emergency Specialist in the coordination of UNICEF-led sectors and inter-agency responsibilities.

## MAIN RESPONSIBILITIES AND TASKS

1. Timely and thorough analysis is made to identify emergency-prone situations and contribute to early warning and enhancing emergency preparedness.
2. Effective analysis of available data regarding the evolving emergency and its implications to the operation are timely provided.
3. Supports constant flow of information and communication crucial for the planning and implementation of emergencies responses.
4. Coordinate staff training in DRR, emergency preparedness and response is effectively supported to enhance the emergency preparedness and response capability of the office.
5. In the event of an emergency, prompt support is provided to execute the initial operational tasks by collecting accurate information on the nature and scope of the emergency, ensuring effective telecommunications facility and staff security assistance, and promptly reporting the status as required.
6. Professional support is provided to establish facts and needs, coordinate a rapid assessment, and determine priorities and an appropriate intervention by UNICEF.
7. Timely delivery of assistance and supplies is maintained, urgent staffing requirements are identified, and the appropriate and effective use of UNICEF resources is monitored for effective project delivery.
8. Substantive input and assistance are provided in the implementation of emergency plans of action, workplans, emergency appeals, and in the mobilization of donor response and recovery/rehabilitation-related funding.
9. Lessons learnt from UNICEF's emergency operations experience are collected and analyzed for adoption of the best practices and standards for longer-term emergency interventions. Long term requirements of the emergency operation/interventions are effectively identified.
10. Ensures that disaster prevention, mitigation, preparedness, and response strategies are mainstreamed in the country office's workplans.
11. Sectoral input is provided for all related documents of the office's Emergency Preparedness and Response Plan, as well as for the Situation Reports.
12. Support in providing guidance to the Inter-agency emergency coordination, cluster coordination, development of Humanitarian Response Plans, implementation, and reporting.
13. Regularly undertake missions to Field Offices to support in DRR, emergency preparedness and response activities.

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

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

### Emergency Preparedness

1. Provides professional assistance in risk analysis to identify emergency-prone conditions/situations and contribute to early warning and timely emergency preparedness.
2. Assists in the formulation of plans of action in preparation and response to emergencies. Use EPP for developing preparedness plan. Gathers information on best practices in emergency situations and use of UNPP for the preparation of contingency plans. Monitors compliance of all sectors with emergency plans of action.
3. Identifies formal and informal sources of information. Collects, interprets and analyses all available data on the evolving emergency situation and its implications to the emergency operation. Keeps the effective flow of information and communication crucial for the planning and implementation of emergency measures. Identifies availability of resources in emergency prone areas

4. Assists in organizing and conducting staff training for the office's capacity building in emergencies preparedness and response. Provides briefing, as required. Participates in other emergency training workshops in the region and contributes to enhancement of the emergency preparedness and response capability of the office staff.

#### **Emergency Response**

5. In the event of an emergency, promptly assists in implementing the initial operational tasks relating to emergency assistance. Immediately collects reliable information to verify the nature and extend of the emergency with staff, government officials, other UN agencies or local organizations and media. Follows up to ensure that the office is provided with effective telecommunications facility and staff security assistance in an emergency, as necessary. Contacts with all UNICEF staff and their dependants and visitors to ensure their safety and whereabouts, and promptly informs head of office, supervisor and other emergency staff of their status as required.

6. Assists supervisor with assessment of local emergency and security situation. Visits the location to conduct an initial rough assessment of the magnitude of the crisis and its implications for children, mothers and the community. Assists with the assessment of the validity of the emergency preparedness plan and ability of the office *vis-à-vis* the current crisis as well as immediate and additional needs. Provides input in and contributes toward determining priorities and an appropriate intervention by UNICEF. Coordinates with other partners to make a rapid assessment covering priority areas as defined by the Core Commitment for Children in Emergencies. Establishes contact with community groups, government, UN agencies, media and other partners to keep the country office of emergency situations.

7. Participates in Implementing the emergency preparedness and response plan as necessary. Assists in identifying urgent staffing requirements and redeploying country office staff. Follows up with the timely delivery of assistance and procurement of supplies and monitors the appropriate and effective use of UNICEF resources. Identifies problems and constraints in project delivery. Sends daily situation reports to concerned parties.

#### **Emergency Project**

8. Participates in the implementation of plans of action and workplans for emergency project. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Carries out project administration. Prepares inputs for appeals and updates related to emergencies. Coordinates with program sections staff and others to mobilize donor response and recovery/rehabilitation-related funding, including humanitarian appeals and documents (e.g., pitch documents). Communicates and advocates on the situation and needs of children through local and international media, as appropriate.

9. Collects and analyses lessons learnt from UNICEF's emergency operations experience and contributes towards adoption of the best practices and standards for longer-term emergency interventions. Assists in identifying longer-term requirements of the emergency intervention/operations.

10. Works with other colleagues to make sure that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Assists in the preparation of sectoral input for the country programme documents, plan of action, annual work plans, and other related documents of the office's Emergency Preparedness and Response. Provides technical input in the preparation of the Situation Analysis and the Country Programme document, as required.

### **IV. Impact of Results**

**Programme Planning:** The Field Offices have well-prioritized and realistic programme implementation plans, outputs, strategies, and interventions developed collaboratively, that facilitate implementation and achievement of results for children, including in times of emergency. National and Field Office level Emergency Preparedness and Response Plans are up to date and aligned with inter-agency humanitarian plans and the new Core Commitments for Children in Emergencies.

**Programme Management:** Monitoring of the Country Programme implementation at the field level yields quality information to assess progress towards expected annual and multi-year results, as well as influence

improvements in programming. In case of an emergency, UNICEF's presence is established and implementation of the initial operational tasks relating to emergency assistance has been initiated.

**Resource Mobilization and Humanitarian Reporting:** Humanitarian Action for Children (HAC) Appeal is timely developed based on the realistic sectoral targets and funding requirements and revisions conducted to reflect the changes throughout the year. Humanitarian Performance Monitoring is well maintained, and quality data is available to inform the Quarterly Humanitarian Situation Report development.

## V. Competencies and level of proficiency required

### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core competencies skills

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

### Functional Competencies

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

## VI. Recruitment Qualifications

Education:	University degree in one of the following fields: social sciences, public administration, law, public health, nutrition, international relations, business administration or other related disciplines.
Experience:	Two years of relevant professional work experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation or administration. Developing country work experience (for IP) or field work experience (for NO). Training/experience in emergency response management highly desirable.
Language Requirements:	Fluency in English and a second UN language; Local working language of the duty station an asset (for IP).