



**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:

Career prospects and potential for retention

- ✓ Technical guidance and supervision by the supervisor and colleagues in the Managing for results and Evidence for Children sections.
- ✓ Strategic planning, data analysis and evidence/knowledge synthesis leading to insights and learning, is a key emphasis made in the current UNICEF Strategic Plan. Expertise in this area, as well as the experience of applying these skills within UNICEF India – a large country office, with high capacity and in a transition period -, would be a strong asset for retention in the organization.

Supervisor's experience in coaching and development of young professionals:

- ✓ The direct supervisor has strong experience of coaching international/national professionals, general service staff in the past. In addition, both the Management for Results and Evidence for Children teams are relatively young, dynamic and highly motivated professionals. The JPO would engage closely with teams which encourage initiative, innovation and stimulate learning.

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

General Information	New Delhi is the capital of India and a part of the National Capital Territory (NCT) of Delhi. It is both a city and a union territory of India. Delhi's urban agglomeration includes 6 other satellite cities (Ghaziabad, Faridabad, Gurgaon, Noida, Greater Noida and YEIDA city) is located in an area known as the national Capital Region (NCR) with an estimated population
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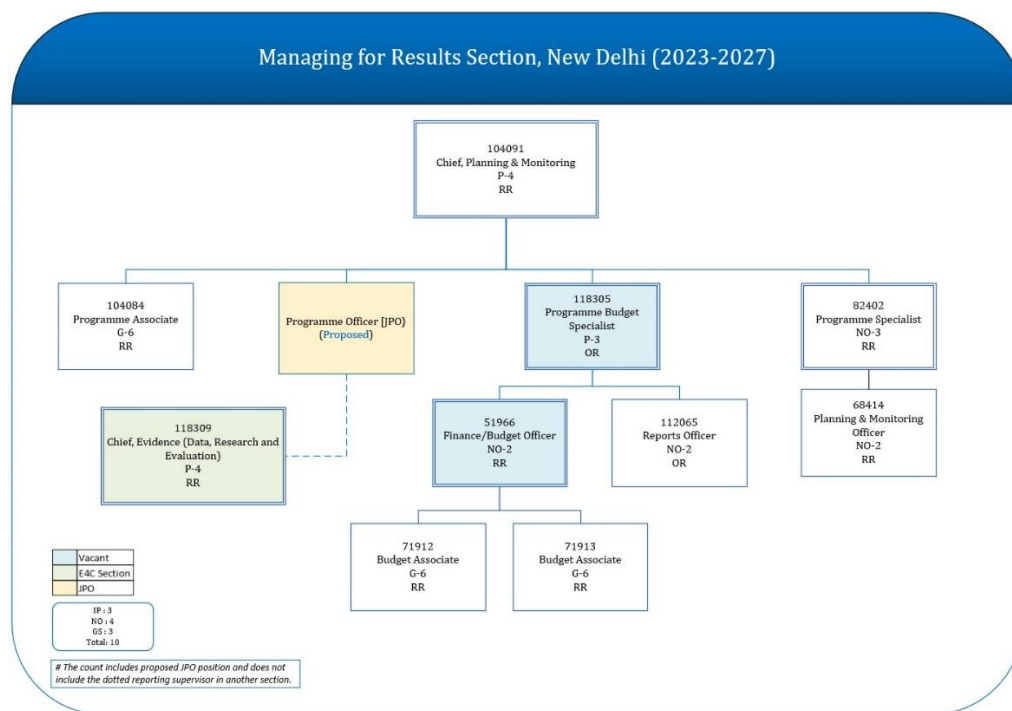
	<p>of over 28 million and the largest metropolitan are in India. As per the ICSC, the hardship classification of the New Delhi duty station is “B”, and it is a ‘family’ duty station.</p> <p>New Delhi hosts about 27 UN organizations including UNICEF India.</p>
Security	<p>The present security situation in Delhi NCR is generally stable but requires cautious vigilance due to periodic disruptions. Law enforcement agencies maintain an enhanced presence in strategic areas to safeguard public safety and deter potential threats. Petty crimes such as theft and burglary occur intermittently, prompting residents to exercise caution, especially in crowded places and during late hours.</p> <p>As the national capital, Delhi frequently attracts attention from various political groups, protesters, and anti-national elements seeking publicity and sensationalism. The city has witnessed arrests of operatives from external terror groups and gangsters with terror affiliations. In December 2023, a minor explosion occurred near the Israel Embassy, fortunately resulting in no injuries or casualties. More recently, in May 2024, several schools, hospitals, and the airport received bomb threat emails, which were later determined to be hoaxes.</p> <p>Incidents involving the recovery of abandoned objects and explosives in crowded areas occasionally occur. However, the preventive and mitigation capabilities of Delhi's security agencies are robust and effective.</p> <p>Delhi is situated in Seismic Zones 4 and 5, making it susceptible to earthquakes. The presence of numerous vulnerable structures in unauthorized colonies and settlements exacerbates this risk, potentially leading to catastrophic consequences in the event of an earthquake.</p> <p>Additionally, Delhi faces significant civic challenges, including pollution and the depletion of the Yamuna River, a crucial drinking water source for many areas in the NCR. The city's water and sewage treatment infrastructure are under severe stress, impacting overall civic health.</p> <p>Currently, there are no significant security concerns that raise any red flags. Updates and advisories are communicated through the eTA system and UNDSS Daily Security Updates.</p> <p>For further information, please contact:</p> <ul style="list-style-type: none"> • UNICEF Security Officer: Bhupendra Singh, Bsingh@unicef.org • UNDSS: dss-indiasecurity@un.org
Housing	<p>JPO requires to find their own private accommodation in consultation with India Country Office security officer's guidance and approval. This is bound by UNSMS approve residential measures.</p> <p>Different types of long-term accommodation are available in New Delhi: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. More information will be provided by UNICEF HR and Admin sections at the time of joining New Delhi.</p>
Schools & Childcare	<p>Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your embassy in New Delhi which schools your compatriots prefer for their children.</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.</p>

Per the new UNICEF STAFF SELECTION GUIDANCE /DHR/2024/001, there is prioritization amongst external candidates of recognized spouses and partners of staff members in the IP category. The order of priority amongst external suitable candidates is as follows:
Recognized spouses and partners of staff members in the IP category living at the staff members' duty station outside their home country, only for posts at the duty station.

- This applies to recognized spouses and partners of IP internal staff members, meaning staff holding a fixed term, continuing or permanent appointment.
- "Living at the duty station" means the recognized spouse or partner who was installed in the duty station. An applicant who is a recognized spouse or partner can be identified from their response in the applicant questionnaire regarding family relationships.
- The spouses are only prioritized for posts which are in the duty station where they reside, as well as for any posts which may be fully performed from the duty station (as an alternative choice duty station), once relevant policies are implemented.
- Special consideration in terms of conflict of interest should still be made, including that:
- The spouses or partners may not be selected for positions in which they will be superior or subordinate in the line of authority to the staff members; and
- The staff member did not and will not participate in a process of reaching or reviewing an administrative decision affecting the status or entitlements of the other spouse;
- Any other mitigating measures upon review of the TOR and context of the office

Reporting line of the JPO

This position reports to Chief Planning and Monitoring and has dotted reporting line to Chief Evidence for Children section.



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: Programme Officer (JPO)
Supervisor Title/ Level: Chief Planning and Monitoring
P4
Organizational Unit: Planning and Monitoring section
(Managing for results)
Post Location: New Delhi

Job Level: P2 (JPO)
Job Profile No.:
Job Classification Level: P2

II. Strategic Office Context and purpose for the job

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling. UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Strategic office context:

India has a population of almost 1.4 billion (UN population estimates, 2022). With 31% being children 0-17 years old, this presents a huge opportunity for India reap the benefits of its demographic dividend. Over the past decade, India has made significant progress on a number of dimensions related to child well-being, including improved access to essential services. Looking ahead to beyond 2030, and with India's strong aspiration to becoming a middle-income country, the chances are that the lives of children in India will continue to improve. Nevertheless, there remain key challenges to address, including in child nutrition, education and learning proficiency. Newer issues such as mental health, online safety and climate change are making the future of children more uncertain and risk reversing progress made. Furthermore, there are big differences between chances to develop and thrive depending on where children live, their gender, social and economic status, and if they have disabilities. With almost 424 million children living in India, there is still a substantial unfinished child rights agenda in the country, contributing significantly to reaching the global SDG goals by 2030.

UNICEF India Country Office celebrated 75th anniversary working for children in India in 2024 and continues to work for the protection and promotion of child rights, collaborating closely with the government and other partners, both at the national level and across 16 federal states. Under the Country Programme Document 2023-2027, the country office programme covers range of areas such as; Health, Nutrition, Education, Child Protection, Water, Sanitation and Hygiene, Climate Change and Environmental Sustainability, Social Policy and Social Protection. In addition, the country office has prioritized a number of key 'change strategies' to help achieve the programmatic outcomes, including: social and behaviour change, communications and advocacy, disaster risk reduction, youth engagement, public and private sector engagement, digital transformation, planning, monitoring, evidence, data and knowledge management.

As India develops, and the landscape of opportunities, challenges and partnerships evolves, UNICEF in India is increasingly prioritizing an advocacy, systems strengthening, convening and influencing role. At the heart of supporting this transition in programming approach, are strategic planning, programme monitoring, data, evidence and knowledge management, as well as taking a forward-looking, 'foresight' approach to anticipating the changes in the context. The country office has therefore invested in strong functions housed under two different units: the 'Management for Results' unit, which leads the planning, monitoring, programme implementation, review, budgeting and partnerships functions; and the 'Evidence for Children' unit, which leads the research, evaluation, data analytics and knowledge management functions.

Purpose for the job:

The purpose of this role of Programme Officer is to support the country office in ensuring it has accurate, relevant and actionable insights to be able to support its forward-looking planning and positioning in India. Under the supervision of Section Chief (P4) and technical guidance from the Chief of Evidence for Children section (P4), the JPO is responsible for the analysis/synthesis, visualization, management and interpretation of programme data/information, distilling key insights on what works and what does not work in our programming to support the office in learning, adapting and anticipating changes required for UNICEF to remain relevant and deliver effectively for children in India.

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

1. Data analysis, interpretation, and insights
 - Support the analysis and synthesis of data and information on the situation of children, including in humanitarian situations, and programme monitoring data and information, the transformation of them into insight to inform management and programme teams for evidence-based policy advice and programmatic action.
 - Provide support to the development of visualization products including maps, dashboards, infographics as well as financial/resource analyses that present information in a way that is easily understood by programme colleagues.
2. Knowledge Management and learning
 - Support to country office as whole in applying knowledge management approaches, providing assistance in curating and managing accurate information about the programme and feeding this back into the planning and review cycle;
 - Support in documenting lesson learned of what works and what does not work in UNICEF's programming in India – currently, and looking into the future;
 - Participate in the Knowledge Management network, coordinated by the Knowledge Management Specialist
3. Capacity development
 - Support capacity development in data analysis, visualization, management of information through develop training materials, co-facilitate/coordinate trainings, as applicable.
 - Support ongoing efforts in country office in strengthening evidence-based planning, programming and advocacy.

IV. Impact of Results

- The key results will have an impact on UNICEF's capacity programming to learn, adapt and anticipate changes required for UNICEF programming to remain relevant and deliver effectively for children in India.

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 <p><u>Core competencies skills</u></p> <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) 	<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: Master's degree in social science, economics, statistics, public policy or other relevant fields
Experience:	<p><i>A minimum of two years of professional experience in one or more of the following areas is required;</i> programme planning and management; research, data analysis; knowledge management, visualization & communication of information.</p> <p><i>Relevant experience in a UN system agency or organization is considered as an asset.</i></p>
Language Requirements:	<i>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</i>