



## 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.
- ✓ Opportunity visit UNICEF India's 13 Field Offices through duty travels.
- ✓ Encourage 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:

### Career prospects and potential for retention

- ✓ As a team member of the Office of Representative, the JPO will work directly with the Representative and other senior staff members will give a comprehensive overview of the function of the senior management in UNICEF's third biggest country office.
- ✓ Opportunities to learn about programmes, operations and cross-functional areas across New Delhi and 13 field offices.
- ✓ Gaining insights of how the Country Management Team (CMT) operates and functions.
- ✓ The incumbent will gain experience in preparing communication drafts and talking points for the meetings for Representative, Deputy Representatives and Chief Field Services.
- ✓ The incumbent will develop a unique skill set in supporting senior-level leaders, office management, diplomacy and engagement with a broad range of stakeholder and learn about UNICEF's work at country level which will create specific opportunities within UNICEF country, regional and HQ offices, and other UN agencies.
- ✓ Possible extension of the JPO position will be considered subject to donor conditionalities and funding availability.

### Supervisor's experience in managing people:

During their assignment, the JPO benefits from the guidance of experienced UNICEF staff members, both international and national, and is actively involved in supporting the design and implementation of the

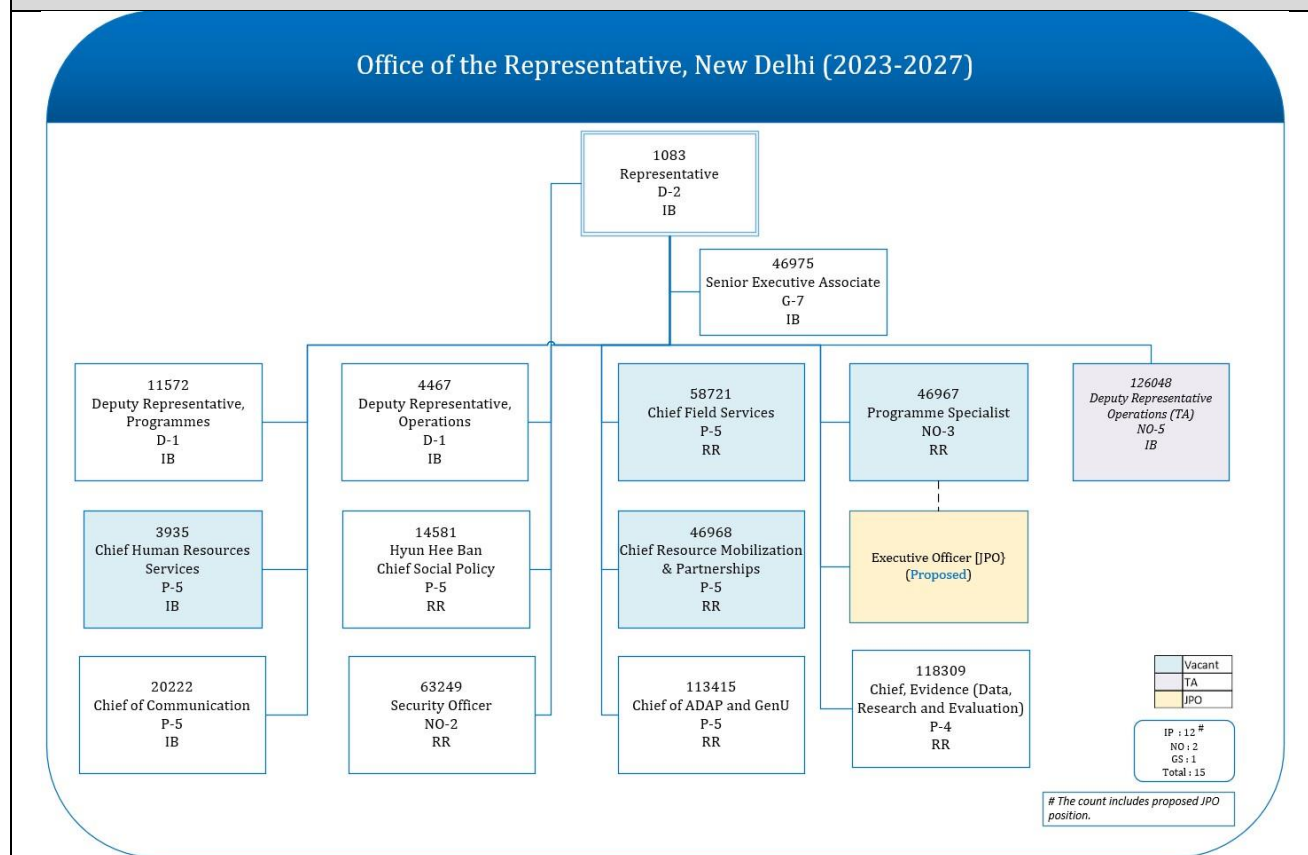
Country Programme 2023-2027. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector. The JPO will work as part of the Front Office team and be supervised by the Country Representative (D2) with day-to-day guidance by the Executive Specialist (NO3) in New Delhi. The JPO will benefit from:

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities
- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNICEF Annual Performance Review including learning and development objectives and career plan

| Information and living condition of Duty station: [For Filed Office locations only] |   |
|---|---|
| General Information   | <p>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 of over 28 million and the largest metropolitan are in India. As per the <a href="#">ICSC</a>, the hardship classification of the New Delhi duty station is "B", and it is a 'family' duty station.</p> <p>New Delhi hosts about <a href="#">27 UN organizations</a> 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"> <li>• UNICEF Security Officer: Bhupendra Singh, <a href="mailto:Bsingh@unicef.org">Bsingh@unicef.org</a></li> <li>• UNDSS: <a href="mailto:dss-indiasecurity@un.org">dss-indiasecurity@un.org</a></li> </ul> |

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|-----------------------------|--|
| Housing                     | 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 People & Culture (HR) and Admin & Finance sections at the time of joining New Delhi.  |
| Schools & Childcare         | 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 <a href="#">your embassy in New Delhi</a> which schools your compatriots prefer for their children.  |
| 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> <p>Per the new UNICEF's StaffTAF Selection Procedure (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:</p> <p>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.</p> <ul style="list-style-type: none"> <li>• This applies to recognized spouses and partners of IP internal staff members, meaning staff holding a fixed term, continuing or permanent appointment.</li> <li>• "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.</li> <li>• 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.</li> <li>• Special consideration in terms of conflict of interest should still be made, including that:</li> <li>• 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</li> <li>• 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;</li> <li>• Any other mitigating measures upon review of the TOR and context of the office</li> </ul> |

**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: Executive Officer (JPO)  
Supervisor Title/ Level: Representative (D2) with a dotted line to Executive Specialist (NOC)  
Organizational Unit: Front Office  
Post Location: New Delhi

Job Level: P2 (JPO)  
Job Profile No.: N/A  
Job Classification Level: P2

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

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

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 fulfil 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.

The post is based in New Delhi and reports directly to the Representative with day-to-day guidance by the Executive Specialist. They will also support the Deputy Representative Programme, the Deputy Representative Operations and Chief, Field Services, by providing operational, planning, managerial, technical and coordination assistance in all aspects of the work of the Country Office.

#### **Purpose for the job:**

Under the direct supervision, and under the general guidance of the Representative and direct guidance of the Executive Specialist, the incumbent is responsible for providing high-quality support to the Office of Representative's oversight role of managing a Country Office composed of a Main Office based in New Delhi and 13 Field Offices. This includes coordinating and planning a broad range of strategic actions/activities, including supporting the development of internal guidelines and operating procedures, that are critical for the successful management of the office and implementation of the Country Programme and the Country Programme Management Plan.

The function supports internal communications to promote the culture of integrity and accountability, which in turn strengthens the organization's capacity in helping the most vulnerable women and children in India.

Therefore, while this position contributes substantively to organization-wide strategies, it is also considered as opportunity to acquire professional expertise, organizational knowledge and exposure for further career advancement.

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

This position is designed to provide critical support to the Representative's office by managing information flow, facilitating decision-making, coordinating office operations, and enhancing strategic planning and communication.

Under direct supervision of the Representative and day-to-day supervision of the Executive Specialist, the JPO will be responsible for the following key functions/accountabilities:

#### **Key Functions and Responsibilities:**

##### **1. Information Management and Decision Support:**

- Manage the flow of information to the Representative's office, ensuring that priority matters are identified and addressed promptly. Summarize key documents, propose actions, and ensure follow-up with responsible sections and field offices.
- Conduct regular research and political/environmental scanning to keep the Representative and senior management informed of relevant developments.
- Assist in the preparation of strategic documents and briefing materials for high-level meetings involving the Representative, Deputy Representatives, and other senior leaders.

##### **2. Coordination and Office Operations:**

- Coordinate and manage periodic meetings and events involving senior management, including preparing agendas, drafting minutes, and ensuring the implementation of follow-up actions.
- Provide logistical support for meetings and events, ensuring smooth execution, tracking recommendations, and following up with relevant teams.
- Maintain and update office calendars, reflecting key organizational events, deadlines, and priorities. Contribute to preparations for annual management planning, ensuring that goals and progress are aligned with organizational strategies.

##### **3. Knowledge Management and Strategic Communication:**

- Serve as the knowledge management focal point for the Office of the Representative, maintaining records and tracking the status of action items using SharePoint and ECM systems.
- Develop and manage the SharePoint site as a tool for communication, knowledge transfer, and information sharing across sections and with all staff.
- Ensure the timely flow of information and knowledge from the Representative's office to key stakeholders and teams, enabling informed decision-making and alignment with organizational goals.

##### **4. Support to Strategic Planning and High-Level Engagements:**

- Support the Representative and Deputy Representatives in preparing strategic documents, including position papers, briefing notes, and background materials for external engagements.
- Contribute to the development of the Annual Management Plan (AMP) by assisting in tracking progress, aligning priorities, and ensuring consistent follow-up on key objectives.
- Liaise with internal and external stakeholders, ensuring effective coordination and communication in support of UNICEF's strategic objectives and high-level partnerships.

#### IV. Impact of Results

The position contributes to the effective and efficient management of the Office of the Representative and the Country Programme through:

- **Enhanced decision-making capacity** for the Representative and senior management, driven by timely and accurate information flow.
- **Efficient coordination** of meetings, events, and strategic engagements, with seamless logistics and strong follow-up mechanisms.
- **Streamlined knowledge management**, resulting in better information sharing and transparency across the organization.
- **Improved strategic planning**, ensuring that the Annual Management Plan is effectively executed and UNICEF India's priorities are aligned with its mission and objectives.

#### V. Competencies and level of proficiency required

- Analytical skills for synthesizing information and proposing actions.
- Strong organizational and coordination abilities.
- Proficiency in knowledge management tools (SharePoint, ECM) and strategic communication.
- Research and environmental awareness for monitoring relevant developments.
- Experience in supporting high-level event logistics and operations.

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core competencies skills (please make sure to adjust competency levels depending on supervisory responsibilities)

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

##### Functional Competencies (please use GJP as reference):

- Analyzing (I)
- Persuading and influencing (I)
- Applying technical expertise (I)
- Formulating strategies and concepts (I)
- Relating and networking (I)
- Planning and organizing (I)
- Creating and innovating (I)

## **VI. Recruitment Qualifications**

|                        |   |
|------------------------|---|
| Education:             | A university degree in one of the following fields is required: Social sciences, international relations, public administration, public policy, social policy, social development, community development or other relevant disciplines.   |
| Experience:            | A minimum of two years of relevant professional work experience in one or more of the following areas is required: external relations, programme management, public affairs, general office administration, or international development cooperation, preferably within the UN, or in government institution or NGO or international organizations. |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language or the local language of the duty station is considered as an asset.  |