



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:

- **Understanding UNICEF Operations:** Exposure to UNICEF's full **work spectrum**, including planning, workplan development, implementation, monitoring, and reporting.
- **Working in Development and Emergency Settings:** Experience in both **development and emergency settings**, including working with diverse, multi-cultural teams, interactions with high level government officials, and UN agencies.
- **Career Prospects and Retention:** Potential to continue supporting UNICEF's programme planning for the **2027-2031 Country Programme**, with the opportunity for retention to strengthen country office capacity. Participation in all required training, both online and in-person (e.g.: Results-Based Monitoring (RBM), Prevention of Sexual Exploitation and Abuse (PSEA), Workplanning, etc.).
- **Supervisor's Experience:** Direct supervision from a supervisor with **extensive experience** in coaching and managing multi-cultural teams in various regions in Africa, Americas, Asia, and Middle East, providing strong mentorship and developmental opportunities.

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

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| General Information | Guinea-Bissau is classified as an E duty station , but it is also a family duty station . The country is a constrained fiscal area, facing numerous challenges in priority areas such health, nutrition, WASH, child protection, and education, with limited capacity to address them. |
| Security | Security levels are generally low, with occasional political unrest, but these are contained and peaceful. |
| Housing | Decent housing is available, and the UNDSS provides advice and clearance on housing for international staff. |
| Schools & Childcare | Guinea-Bissau has two international schools, one French and one Portuguese, providing limited but viable education options for children. |
| Work for spouses & partners | UNICEF encourages and promotes spouse or partner employment including within UNICEF and support job searching, if a suitable position is available. |



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Reporting line of the JPO

I. Post Information

Job Title: JPO Development, Monitoring and Planning Officer
Supervisor Title/ Level: Representative, D1
Organizational Unit: Office of the Representative
Post Location : Bissau, Guinea-Bissau

Job Level:
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]

Guinea-Bissau is a resource-limited country facing numerous development challenges, particularly in the realm of child rights. Despite the pressing need for interventions in areas such as health, education, nutrition, and child protection, the UNICEF office in Guinea-Bissau operates with limited human capacity in key functions. These limitations affect the office's ability to implement its programs and deliver on its mandate fully and effectively.

Sponsoring a **Junior Professional Officer (JPO)** is seen as a strategic response to augment the office's capacity by:

- **Strengthening human resources** to meet programmatic demands.
- **Facilitating knowledge transfer and innovation** that will enhance operational efficiency.
- **Retaining talent and commitment to public service**, ensuring the sustainability of interventions.
- **Expanding networks and partnerships**, increasing UNICEF's reach and influence within the country.

The JPO will work across development programming sectors linked to some humanitarian aspects spanning from Health and Nutrition, WASH Child Protection, Social Protection, and Education. In addition, they will engage with cross-cutting issues such as climate change, gender equality, and strategic behavior change communication.

The JPO will work on UN and UNICEF country cooperations programmes 2022-2026 implementation, monitoring, and reporting. They will contribute to designing the next programmes of cooperation, performing research and analysis to advance results for children, engaging in partnership and resource mobilization, and gaining hands-on experience through field programmatic and monitoring visits.

Purpose for the job:

The JPO will provide direct support to the **UNICEF Representative** in Guinea-Bissau, contributing to the coordination, planning, and research on programmatic issues, with a particular focus on the **Country Programme Management Plan** and the **UN Sustainable Development Cooperation Framework (UNSDCF) 2023-2027**. The role is designed to support the achievement of UNICEF's strategic priorities, while collaborating closely with the **Deputy Representatives Programme and Operations**.

The main purpose will be the follow-up of several programmatic responsibilities and provide support to both internal processes and external partnerships and contribute to the effective functioning of the Offices of both the Deputy Representative Programme and Operations.

Under the direct supervision of the Representative, the JPO will be responsible for the following key functions/accountabilities:

Key Responsibilities:

- **Coordination & Follow-Up:** The JPO will support the coordination and follow-up of action points from key management team, programmes, and operations meetings, drafting concept notes and ensuring timely communication with relevant stakeholders.
- **Planning, Research & Analysis:** By conducting in-depth research and analysis, the JPO will support decision-making processes that advance UNICEF's work in Guinea-Bissau, focusing on programmatic improvements and monitoring results.
- **Partnerships & Resource Mobilization:** Collaborating with the resource mobilization unit, the JPO will assist in building strategic partnerships and supporting resource mobilization efforts, including writing proposals and reports for donors.

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

- **Coordination and Follow-Up:**
 - Support follow-up on key action points from management team, program, and operations meetings.
 - Provide secretariat services for the **Joint UN Outcome Group (Basic Social Services)** by setting agendas, compiling relevant documents, taking minutes, and monitoring actions.
 - Track and maintain records on the status of programmatic action items to ensure their implementation within deadlines.
 - Assist the Representative by gathering programmatic inputs for internal management documents (e.g.: AMP) and exercises.
 - Consolidate inputs and quality-assure outgoing correspondence and documents for approval by the Representative.
- **Planning, Research, and Analysis:**
 - Collaborate with the Representative, Deputy Representatives, and Section Chiefs to support program planning, research, and reporting.
 - Identify and analyze key issues to facilitate the achievement of programmatic results and improve monitoring and oversight.
 - Conduct field monitoring visits and follow up on corrective measures.
 - Write and quality assure concept notes, TORs, reports, and other documents as needed.
 - Draft briefing notes, talking points, speeches, and analysis for the Representative's use.
- **Partnership and Resource Mobilization:**
 - Collaborate with the partnerships and resource mobilization unit to contribute to proposal writing, editing, and quality reviews of donor reports.
 - Support strategic engagement with donors and potential partners to enhance UNICEF's core results in Guinea-Bissau.
 - Coordinate outreach and advocacy efforts in collaboration with key stakeholders.

IV. Impact of Results

The JPO will act as a key liaison within the UNICEF office, engaging with colleagues at various levels - local, headquarters, and field - to support the achievement of planned programmatic results for children in Guinea-Bissau.

Regular interaction with external parties, including UN offices, donors, and international organizations, is expected. The JPO's contributions will:

- Enhance the office's capacity to follow up on programmatic actions and results.
- Improve the quality of programmatic concepts, initiatives, and documentation.
- Ensure the effective implementation of the current cooperation program.
- Support the design and development of the next Country Programme.

Overall, this position will strengthen the efficiency and effectiveness of UNICEF's interventions in Guinea-Bissau, making significant contributions to the improvement of child-focused outcomes in the country.

V. Competencies and level of proficiency required

Core Values attributes.

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies

- 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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

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| Education: | An advanced university degree is required in International Relations, Political Science, Public Administration, or another relevant technical field. |
| Experience: | <p>A minimum of 2 years of relevant professional work experience in external relations, public affairs or international development cooperation, preferably within the UN, or in a government institution, NGO</p> <p>Prior experience of working in coordination, planning, or in an executive office will be an asset as well as experience in WACR region and one of the core programmatic areas of UNICEF (Education, Child Protection, Health & Nutrition, WASH or Social Policy, Partnerships and Resource Mobilization).</p> <p>Prior experience in a UN system agency or organization is considered as an asset.</p> |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language or local language of the duty station such as Portuguese is an as an asset. |