



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Polio campaign in September 2023. The future JPO will be able to visit programme activities such as these in order to support the programmes in delivering quality multi-sectoral interventions. For more information on UNICEF Cameroon visit: [UNICEF Cameroon | Yaoundé | Facebook](#)

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:

- ✓ On the job coaching and exposure to new areas of work
- ✓ Job shadowing depending on the interest of the JPO
- ✓ Field missions in line with programme priorities. Possibility to be deployed to field offices temporarily including in emergency situations to acquire exposure to emergency programming.

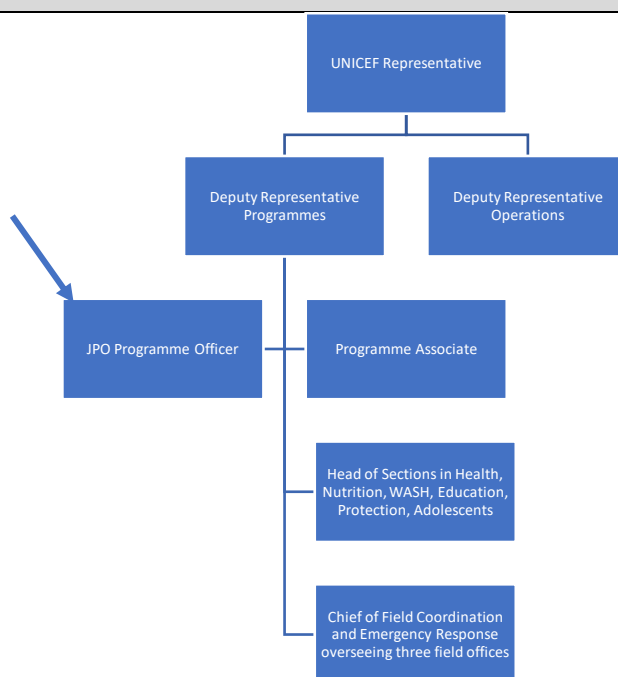
Please also mention the following:

- ✓ Career prospects and potential for retention: Cameroon CO has several P3 positions and potential for retention within the CO but of course also beyond in UNICEF provided the JPO is performing well. The supervisor has a track record of colleagues under her supervision being promoted.
- ✓ Supervisor's experience in coaching and development of young professionals: the supervisor has started her career as an intern in UNICEF and has worked with UNICEF for the past 15 years in country offices and HQ locations. She is a trainer in several training initiatives (7 habits of highly effective people, the 4 essential roles of leadership) and has also benefitted from training in coaching. Supporting young professionals has been a priority for the supervisor for the past ten years and she has been coaching young professionals inside and outside of UNICEF.

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

General Information	<i>Cameroon is called 'Africa in miniature', due to its large diversity of climates and cultural diversity. It is a country where one can live well and discover the culture but at the same time experience one of UNICEF's most complex programming – this due to a mix of development and humanitarian response with three very distinct humanitarian crises to respond to. This makes Cameroon an ideal place for a JPO to live in a relatively safe place but at the same time be exposed to all of UNICEF's programming. Yaounde is a lively city with all the needed amenities such as sports facilities etc.</i>
Security	There are no specific threats apart from the typical risks of petty crime as in any big city.
Housing	<i>Different types of long-term accommodation are available in Yaounde: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished.</i>
Schools & Childcare	<i>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 Yaounde which schools your compatriots prefer for their kids.</i>
Work for spouses & partners	In Yaounde there are many UN agencies present including many who cover the sub-region. The private sector is also present but mainly based in Douala.

Reporting line of the JPO





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Programme Officer
Supervisor Title/ Level: Deputy Representative,
P4, #4278
Organizational Unit: Programmes
Post Location: Yaounde, Cameroon

Job Level: Level 2
Job Profile No.:
CCOG Code: 1A02
Functional Code: PMA
Job Classification Level: Level 2

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.

Strategic office context:

Cameroon is a middle-income country marked by persistent socioeconomic development challenges. Most the inhabitants are aged below 18 years old. Efforts deployed by the Government and partners are hindered by several sociocultural factors. Additionally, the changing context marked by the protracted crisis are compromising development accomplishments achieved by the Government and its partners.

Despite the impressive economic and financial potential, the Country is caught in the middle-income trap, most of the budget incomes created by financial and administrative reforms are allocated to the payment of the foreign debt. Additionally, most of structuring investments are funded by loans, therefore limiting the advantage that the country can generate from the productivity of these kinds of investments.

Additionally, Cameroon has gradually shifted from socioeconomical and political stability to a context marked by protracting crisis. This is the case of the lake Chad basin crisis with Boko Haram insurgents, and the crisis that has shaken two of the ten regions. These crises have a long negative impact of budgetary resources and their capacity to support and stimulate long-lasting impact on socioeconomic public investments.

The national economy is also marked by a relatively strong private sector and business sectors. These are potential key players whose contribution can be a game changer to the advantage of

children. But these stakeholders still make a very little contribution to the advancement of rights of the child.

Across the country, many children are still deprived from access to basic social services due to limited investments. Alongside all stakeholders sharing the mandate of the children, UNICEF is thriving to mobilize partnerships and resources.

To adequately play the role of voice bearer for the children, the programme section in Cameroon Country Office is looking for a Programme Officer to support multi-sectoral programming in humanitarian and development context. This is an exciting position directly reporting to the Deputy Representative and thus being exposed to all of UNICEF's programmes in Cameroon. The JPO will be able to learn from all the programmes and support the Deputy Representative and the Head of Programme Sections as per the needs arising. This is therefore an excellent opportunity for a dynamic JPO, eager to learn and grow on the job. There are high chances that after a successful performance in this role and depending on the JPOs interest, the JPO will be able to integrate any of the programmes within UNICEF in the future especially multisectoral programming.

Purpose for the job:

- 1.) The purpose of this position is to support the Deputy Representative in managing the programme delivery of UNICEF in Cameroon.
- 2.) Under direct supervision of the Deputy Representative, P4, the JPO will be responsible for the following key functions.

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

- 1. Support the Deputy Representative in managing the UNICEF programmes.**
- 2. Support the Head of Programme Sections in delivering their programmes.**
- 3. Lead documentation of multisectoral lessons learnt and ensure adaptive programming.**

1. Support the Deputy Representative in managing the UNICEF programmes:

- Participate in various programme meetings and ensure follow up of action points to deliver UNICEF programmes especially in coordinating multisectoral initiatives.
- Prepare briefing notes for key meetings with partners (Government, donors, implementing partners etc.) in close collaboration with the programme sections.
- Research background information on different new areas of work and potential innovations to be at the forefront of good programming for children.
- Support the Deputy Representative in leading the programme team and designing engaging workshops and meetings that are participatory, motivating and that deliver concrete results for children – these need to be inclusive in French and English and for the national office and field offices and thus require often blended approaches online and in person.

2. Support the Head of Programme Sections in delivering their programmes:

- Step in to fill gaps whenever a programme section has staffing gaps especially at the P2/3 level in different areas: health and nutrition, WASH, education, child protection. This support can be on overall programme management including planning, budgeting, monitoring, reporting but also in terms of documenting good practices.
- Support in field offices (Bertoua, Maroua, Buea) as per the needs to fill emerging gaps. This will be as per arising needs and can cover positions in all programmatic areas to backfill temporary gaps in the team.

3. *Lead innovation work and documentation of multisectoral lessons learnt and ensure adaptive programming.*

- Lead the innovation work and innovation challenges in close collaboration with the programmes. This work is to generate ideas for new and innovative programming areas that can be piloted and scaled up when successful. The JPO will play a key role in coordinating the whole process in identifying, selecting, and supporting the implementation and documentation of these innovations.
- Lead documentation of key programme priorities and in particular multisectoral initiatives that merit documentation and scale up.
- Research on cost effective methods of programme delivery and propose new ways of delivering programmes in close collaboration with head of programme sections.
- Analyse value for money across UNICEF's programmes in Cameroon and advise the Deputy Representative on best investments for children.

IV. Impact of Results

The JPO will have a direct impact on the efficient delivery of UNICEF's programmes in Cameroon. By supporting directly the Deputy Representative and the programme sections, the JPO can fill critical gaps that arise often within the teams due to high staff fluctuations and thus provides the JPO with great exposure and UNICEF with a reliable staff member who can step in to fill gaps and ensure that we can continue to deliver results for children in a timely manner.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies skills

- 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	
Education:	A university degree in one of the following fields is required: social and behavioral science, sociology, anthropology, psychology, education, communication, international relations/public affairs, public relations, or another relevant technical field.
Experience:	<p>A minimum of two years of professional experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation, or administration. is required.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Skills:	<p>Versatility: the JPO will need to be a fast learner and able to work on new areas of work. It is a great opportunity for someone open-minded and interested in a wide range of topics.</p> <p>Reliability and drive for results: the JPO will need to be very well organized, reliable and have a great drive for results to follow up with colleagues and ensure results get achieved.</p>
Language Requirements:	Fluency in English and French is required (verbal and written).