



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Supporting the implementation, monitoring and evaluation of UNICEF's programme through its Field Offices and greater visibility of UNICEF and partners work in delivering results for children

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:

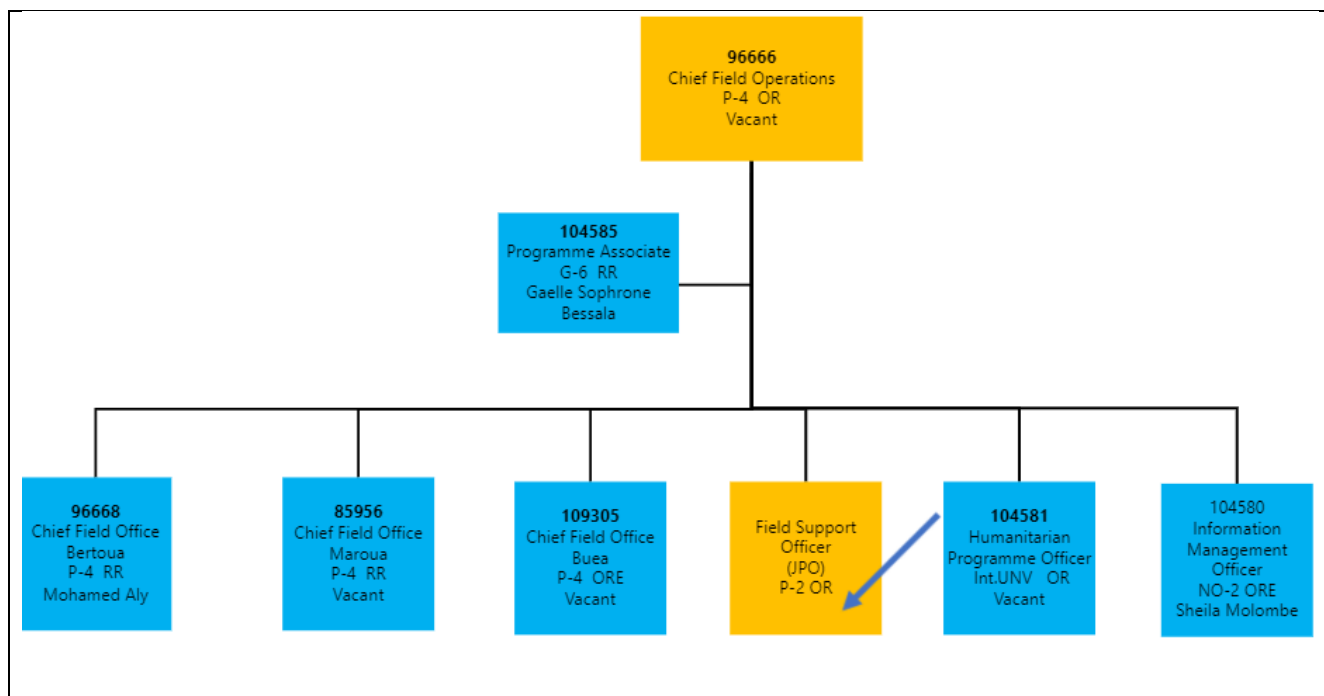
- ✓ Results Based Management training
- ✓ E-learning opportunities in performance management: create the conditions for high performance and development.
- ✓ E-learning opportunities on basic UNICEF programme & operational strategies: assimilate UNICEF's approaches to programming and operations; thematic programme areas; as well as cross-cutting function areas.
- ✓ Security training
- ✓ Emergency preparedness and response training
- ✓ UNICEF Core Commitments for Children training
- ✓ Information management standards and systems

The opportunity to learn and be exposed to UNICEF, inter-agency humanitarian coordination mechanism and implementing emergency preparedness and response activities, in a complex environment will lead to actual career prospects considering the increasing emergencies UNICEF/UN has to respond to around the world and the demand for the type of expertise the JPO will develop. Additionally, the JPO will gain hands-on experience in managing and implementing UNICEF's diverse programs, which are highly valued skills in the humanitarian sector. This role offers a unique platform to build a professional network within UNICEF and other international organizations, enhancing the JPO's visibility and career opportunities. The comprehensive training and mentorship provided will equip the JPO with the necessary skills and knowledge to advance within UNICEF or other UN agencies, fostering long-term career growth and retention within the organization.

The Chief Field Operations, who will be the supervisor for this position, has experience working with a diverse and multiple teams, coaching, mentoring and guiding young professionals and ensures a supportive and enriching environment that fosters professional growth and development.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	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.
Security	The security level in Yaounde is Level 2 There is 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 is 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 JOB DESCRIPTION

I. Post Information

POST NUMBER:
POST/CASE NUMBER OF SUPERVISOR: Chief Field
 Operations, P-4, 96666
COUNTRY: Cameroon
DUTY STATION: Yaoundé

CATEGORY: IP
PROPOSED LEVEL: P2
JOB TITLE: Field Support Officer

II. Organizational Context and Purpose for the job

The fundamental and primary 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 child survival, 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. Therefore, 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:

The Field Operations Section is seeking donor support for the funding of a JPO position to support the strengthening and functioning of UNICEF's field response to ensure efficient and effective service delivery of UNICEF's programmes by each Field Office. The Section provides leadership, guidance, and direction for the development of appropriate operational strategies, day to day programme implementation and monitoring of Field Operations. The JPO will contribute to effective work planning, the quality control of Humanitarian Programme Documents, the implementation of activities, office organization, logistics and the compliance with UNICEF rules and regulations including established SOPs and the Accountability Framework.

UNICEF in Cameroon currently has three Field Offices : Buea, Bertoua and Maroua. The Buea Field Office covers North-West, South-West regions serves the specific needs of the North-West region. The Bertoua Field Office that serves the Adamawa and East region. The Maroua Field Office serves the Far (Extreme) North and North Regions. The remaining regions are covered by the Cameroon Country Office from Yaounde.

The Section also coordinates and oversees UNICEF in Cameroon's emergency preparedness and emergency response accountabilities, through an Emergency Management Team, an Emergency Technical Working Group and under the guidance of the Representative. The section determines priorities for UNICEF

interventions including emergency risk monitoring and emergency preparedness and contingency planning at Field Office levels. The Section is the principle lead for liaising with the Humanitarian Team in the Regional Office, WCARO and the Office of Emergency Programmes (EMOPS), New York.

The Section contributes to the development and strengthening of donor relations, the coordination of CO participation in multi-sector needs assessments, preparation of annual Humanitarian Action for Children (HAC) appeals and emergency sitreps, together with Programme and Operations sections. Field Operations (and Emergency) Section, liaises directly with key partners (and donors) in the humanitarian architecture through the Humanitarian Country Team, the Inter-sectoral Cluster Working Group, and the Humanitarian- Development - Peace - Nexus Task Force.

Purpose of the job *(Please outline the overall responsibility of this position)*

Under the overall guidance of the Chief Field Operations, the Field Support Officer will be accountable for professional and technical contributions towards the planning, coordination, implementation, monitoring and evaluation of UNICEF's programme implementation through its Field Offices. The Field Support Officer will also be expected to support emergency preparedness and response activities in each of the Field Offices.

This will involve frequent field mission visits, deepening collaboration with key stakeholders and helping to provide an interface between the Field Offices and technical sections in Yaounde. The key result is to ensure improved quality of programme implementation, appropriate preparedness and response capacities in the Field Offices and greater visibility of UNICEF and partner's work in delivering results for children.

III. KEY END-RESULTS

1. Data collected, disaggregated and analyzed to improve the collating and management of key products, including the situation analysis, programme project documents, assessment and monitoring tools.
2. Quality review and assurance of Humanitarian Programme Documents and programme implementation reports for monitoring and evaluation purposes in the Field Offices. Reports the outcome of the analyses and proposes corrective actions.
3. UNICEF's implementation through Field Office's and partners is documented, with corrective actions taken, based on frequent visits to UNICEF project sites, the assessment of local conditions and resources and UNICEF inputs.
4. Enables the updating of priority support actions, required for Field Offices working in harmony with colleagues in different sections.
5. Significant improvements are made in UNICEF's commitment to a localization strategy and accountability to affected populations, through engagement and participation in technical cooperation meetings, and follow up actions related to programme implementation.
6. Timely and thorough analysis is made to identify emergency-prone situations and contribute to early warning and enhancing emergency preparedness.

7. Substantive professional contributions are made to the formulation of emergency plans of action, contingency plans, and monitoring of compliance with plans of action.
8. Effective analysis of available data regarding the evolving emergency situation and its implications to the operation are timely provided. Supports constant flow of information and communication crucial for the planning and implementation of emergencies responses.
9. Staff training in in emergencies preparedness and response is effectively supported to enhance the emergency preparedness and response capability of the office.
10. 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.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The Field Support Officer will play an essential role as a direct link between the Field Offices and the technical and operational sections in the Country Office, improving coordination, data analysis and information sharing. This post will play a key role in the identification of data to inform planning and implementation of programmes and the identification of lessons learnt and bottlenecks to improve programme delivery under the guidance of the Chief, Field Operations.

This in turn will ensure more equitable and improved results for children and their families contributing to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds and resources entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost effective and sustainable program results in emergency settings.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

i) Core Competencies (For Staff without Supervisory Responsibilities) *

- 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:	University degree (minimum Bachelor's degree level) in one of the disciplines relevant to the following areas: Social Sciences, Humanitarian Action, International Development.
Experience:	Minimum of two years of professional work experience in development or humanitarian programming.
Language Requirements:	Fluency in English and French is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.
VI. Technical Knowledge	
	<p>a) Specific Technical Knowledge Required (for the job)</p> <ul style="list-style-type: none"> ▪ Strong writing and oral skills ▪ Strong understanding of software packages and applications including LAN, email, word processing, spreadsheet, database, telecommunications. ▪ Familiarity with humanitarian issues, trends, global standards and practices ▪ Familiarity with UNICEF mission statement, mandate for children and core commitments for children in humanitarian action (CCCs). <p>c) Technical Knowledge to be Acquired/Enhanced (for the Job)</p> <ul style="list-style-type: none"> ▪ Knowledge of local conditions and country context relevant to UNICEF Programmes ▪ UNICEF and IASC policies and strategies to address international humanitarian issues and the responses. ▪ UN Common approaches to programmatic issues and operational support including Results Based Management