



Junior Professional Officer (JPO) at P2 level, Planning Officer, Nairobi, Kenya

I. Overview

Through USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA), the United States sponsors qualified U.S. citizens for employment in the United Nations Children's Fund (UNICEF) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the capacity of UNICEF country and regional offices dealing with humanitarian crises. They further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions within UN System, and in other international and non-governmental organizations.

II. General Information

Title: Planning Officer (JPO)
Organization/Office: UNICEF Regional Office (ESARO)
Duty Station: Nairobi, Kenya
Date Required: As soon as possible
Duration: 1 year (with possible extension for another year)

III. Supervision

Title of Supervisor: Planning Specialist (P-4) at Regional Office (ESARO)
Under the guidance and supervision of the Planning Specialist, this position will support the Regional Office sections in the programme coordination, planning and implementation, monitoring and reporting of the Regional Office plans.
The incumbent will contribute to the development of planning guidelines, quality assurance and consolidation of Regional Office Management Plans, rolling workplans, resource allocation and tracking, mid-year and annual reporting and donor reporting.

IV. Duties, Responsibilities, and Output Expectations

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results:

- **Planning:** Contributes to the effective roll-out of the results-based management approach to programming in the region by providing support in updating the situation of women and children in the region; preparation of Regional Office Management Plan and rolling workplans.
- **Reporting:** Contribute to the timely preparation of quality donor reports; supports the annual and mid-year review processes and reporting as well as key meetings.
- **Resource allocation and tracking:** Contributes to the effective and efficient monitoring and implementation of the ESARO budgets and financial resources that contribute effectively to the fulfilment of the rights of children and women in the region; analyses allotments against implementation rates and provides timely feedback for action to optimize use of resources.



- Capacity in results-based management: Contributes to the roll-out of results-based management (RBM) training and implementation of RBM in the context of the ESARO Managing for Results initiative.

Key End-Results Expected

- Quality, and results focused workplans developed based on evidence on the situation of women and children in the Eastern and Southern Africa region (ESAR).
- Timely, quality and analytic reporting on results for children in ESAR
- Effective implementation of financial resources allocated to ESAR
- Capacity for results-based management strengthened in ESAR.

V. Eligibility

- Education:** University degree, preferably advanced, in Social Sciences, International Relations, Government, 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. Developing country work experience or field work experience. Background/familiarity with Emergency response is highly desirable.
- Other skills:** experience in the use of computers and proficiency in office software and packages, as well as good knowledge of and experience in handling web-based management systems.
- Languages:** Fluency in English and another UN working language. Knowledge of French and Portuguese an asset.
- Work Location:** Nairobi, Kenya

Competency Profile

For details on competencies please refer to the “UNICEF Professional Competency” at https://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

- *Core Values (Required)*:
 - Commitment
 - Diversity and Inclusion
 - Integrity
- *Core Competencies (Required)*
 - Communication [II]
 - Working with People [II]
 - Drive for Results [II]
- *Functional Competencies (Required)*
 - Formulating Strategies and Concepts [I]
 - Analyzing [I]
 - Applying Technical Expertise [I]
 - Learning and Researching [II]
 - Planning and Organizing [II]
- *Technical Knowledge*
 - Specific Technical Knowledge Required
 - Rights-based and Results-based approach and programming in UNICEF.

- UNICEF programme policy, procedures and guidelines in the Manual.
- UNICEF Strategic Plan
- Common Technical Knowledge Required
 - Methodology of programme/project management
 - UNICEF programmatic goals, visions, positions, policies and strategies.
 - Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
 - UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
 - UNICEF emergency programme policies, goals, strategies and approaches.
 - Gender equality and diversity awareness
- Technical Knowledge to be Acquired/Enhanced
 - UN common approaches to programmatic issues and UNICEF positions
 - UNICEF contribution management and reporting guidelines and procedures
 - UNICEF VISION (Enterprise Resource Planning) System and various management reporting systems
 - Results Based Budgeting (RBB)

VII. Background Information

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 actions. 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 of the Rights of the Child, while also supporting the equitable development of nations.

Together with its partners, UNICEF works in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

In all of its work, UNICEF takes a life-cycle based approach, recognizing the particular importance of early childhood development and adolescence. UNICEF programmes focus on the most disadvantaged children, including those living in fragile contexts, those with disabilities, those who are affected by rapid urbanization and those affected by environmental degradation.

UNICEF has established a Junior Professional Officers Programme (the “JPO Programme”), which enables governments to fund Junior Professional Officer (“JPO”) posts at UNICEF so that young men and women from the government’s country can acquire field experience in international development co-operation activities, such as those of UNICEF, under the close supervision of senior UNICEF officials,



while also contributing to the implementation of the programmes and activities of UNICEF through temporary service in UNICEF's field offices. In exceptional circumstances, subject to UNICEF's needs, UNICEF may offer experience in international development activities at its headquarters locations.

VIII. Application Instructions

The JPO Program selection process is carried out jointly by USAID/OFDA and the UNICEF. You must be a U.S. Citizen to apply. To apply, please send a completed UN Personal History Statement (PII) (see link below), a resume (CV), and a cover letter to JPOCoordinator@ofda.gov. Please state which position you are applying for in the subject line of your email. If you wish to apply for both positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only.
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Please attach a cover letter to explain your interest in the position and interest in working with the UN.
- Application deadline: October 5, 2018, 5:00 PM Eastern Time
- For more information please consult the Frequently Asked Questions–
www.ofdajobs.net/portal/files/forms/FAQ_JPO_OFDA92115.docx
- To apply please go to the OFDA job website: <http://www.ofdajobs.net/portal/jpo.aspx>
- Hyperlink to PII: www.ofdajobs.net/portal/files/forms/PIIForm.doc