

Advertisement

Junior Professional Officer
UN Coherence Officer

UNICEF



Closing date: 4 May 2012

I General information

Title:	UN Coherence Officer
Sector of Assignment:	UN & Inter-government Affairs (UNIA)/ Governance UN & Multilateral Affairs (GMA)
Country:	United States of America
Location (City):	New York
Agency:	UNICEF HQ
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**– see criteria at the website of the Dutch Ministry of Foreign Affairs:
<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

II Duties, responsibilities and Output Expectations

General

1. Support the UN Coherence Team in preparation for and monitoring outcomes of high level interagency meetings including UN Development Group (UNDG), High-Level Committee on Management (HLCP), High-Level Committee on Management (HLCM) and Chief Executives Board (CEB).

Outputs: Inputs to briefing notes gathered, analysed, compiled and used for briefing of senior staff, attend inter-agency meetings, interact with other agency counter-parts to help strengthen interagency relations and prepare meeting summaries to identify UNICEF's follow-up.

2. Support for preparation of inputs into the Quadrennial Comprehensive Policy Review (QCPR) based on the agreed upon work plan for this purpose

Outputs: Populate an information system to facilitate access to up-to-date information and drafting of UNICEF's position, documents prepared by DESA are compiled in the information system, reviewed and comments received from UNICEF staff members are compiled for review by UN Coherence Team, participate in interagency/inter-governmental meetings to discuss issues relating to QCPR, assist in tracking UNICEF progress in TCPR.

3. Support the UN Coherence Team in monitoring the UN System/member states consultations for any important developments in the areas of UN Coherence which may have implications for UNICEF, with a view to helping identify opportunities for making coherence work for children while conveying UNICEF strategies and positions.

Outputs: Participate in assigned intergovernmental meetings in order to identify issues of relevance for UNICEF and help propose entry points for engagement and mobilization, help the team coordinate in-house expertise and analysis to optimize UNICEF's effective engagement in these

discussions, regular interaction with other parts of GMA, as well as with other UNICEF divisions (including Division of Programme & Practices, Programme Division, Office of Emergency Programmes, Division of Communication, Public-sector Alliances and Resource Mobilization Office)

4. Provide support as required for the analysis of country office responses to the Annex B of Annual Reports

Outputs: Extract data from annual reports and assist in analysis, prepare related draft visual aids (tables, graphs etc)

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Outputs: Logistical support as required including follow-up with field participants, preparing documents for sharing, taking notes and preparing draft minutes

6. Other tasks, as needed

Outputs: Work as part of the broader GMA group on common goals and initiatives

III Training component: Learning elements and expectations

The JPO will undergo a comprehensive training programme which to benefit both the SM and UNICEF through, among others, undergoing a ‘learning by doing’ programme.

Various sources of learning will include but not be limited to the following:

- Coaching during “doing”
- Direct training through the various UNICEF provided webex sessions
- Various online sources, publications, etc
- Face-to-face training provided by UNICEF as deemed relevant and appropriate
- Exposure to other bi-lateral and multi-lateral organizations

Among other activities, the assignment will start by developing a detailed learning plan for the SM that will include time line, expected result, source, etc with a view to have a clear vision on the set of skills the SM would have acquired by the end of the assignment and with a view of developing her/his skills to be able to manage regular UNICEF SM’s workload and function on her/his own.

After the assignment the JPO is expected to be able to:

- Contribute to analyse emerging trends and opportunities in the multilateral system, and prepare strategic options based on a macro-perspective
- Help to effectively and strategically manage UN Coherence issues, including issues related to current discussions at the UN General Assembly, the Security Council, ECOSOC and other key fora which may have an impact on UNICEF’s work.
- Contribute to positioning UNICEF as a key UN voice on women and children
- Contribute to the effective liaison with the Regional Office and Country Office in issues of UN Coherence.

In addition:

- UNICEF uses e-PAS (or electronic Performance Appraisal System) that enables staff and supervisors to set up, monitor and complete their annual performance evaluations.
- E-PAS includes a 3-phase participatory performance management approach (planning, mid-year review and year-end assessment) where work outputs, competencies and development goals are discussed and rated by supervisor and supervisee.

IV Supervision

Title of supervisor: Senior Advisor, UN Coherence

V Required Qualifications and Experience

Education: Advanced University Degree (MA, MS, MSc, MPH, Ph.D) in any of the following fields:

Social Sciences, Public Administration, International Relations, Business Administration, International Law, Political Sciences or other fields related to the work of UNICEF.

Working experience: Two to maximum four years of relevant professional work experience, including internships and voluntary work, in social development, political and intergovernmental relations, interagency collaboration, geopolitical analysis, or other fields related to the work of the Governance, UN and Multilateral Affairs Office of UNICEF.

Languages: Fluency in English required. Fluency in a second UN language an asset.

Key competencies:

- Knowledge of current development issues, policies and discussions in the intergovernmental arena.
- Familiarity with the subject-matter of UN Coherence.
- Strong analytical, research and writing skills with the ability to prepare papers with minimum guidance and using often complex information from multiple sources.
- Strong communication skills.
- Demonstrated ability to work in a multicultural environment, and establish harmonious and effective working relationships both within and outside the organization
- Negotiating, communication and advocacy skills.
- Computer skills, including internet navigation and various office applications.
- Strong commitment to the values and principles of the United Nations and UNICEF's mission, guiding principles and Convention on the Rights of the Child.
- Strong analytical skills, excellent writing skills and the ability to prepare papers Good communication, training and facilitation skills.

VI Background information on Agency/Department/Section

<http://www.unicef.org/unreform/index.html>

The JPO will be part of the UN Coherence Team within the Office of UN and Intergovernmental Affairs (UNIA), which itself is situated within the broader Division of Governance, UN and Multilateral Affairs (GMA). The work of the UN Coherence Team includes support to the Office of the Executive Director, facilitation of common positioning on UN Coherence issues of concern and support to country offices as well as following and contributing to interagency and intergovernmental discussions. These two components of the work of the office will allow the JPO to observe both the programmatic as well as the external relations side of the work of UNICEF on behalf of children worldwide. In order to undertake the above-mentioned tasks, the JPO will be exposed to a wide range of Divisions / Departments at UNICEF's New York Headquarters, as well as to the relevant regional / country offices.

VII Information on living conditions at Duty Station

The JPO will work in New York, as part of the UNICEF UN Coherence Team and is not expected to travel.

Security

Personal security at the duty station is good, provided common sense precautions are taken.

Housing

Short and long term housing is widely available although New York is relatively expensive when compared to many other cities globally. The rent for a one to two-bedroom apartment ranges from \$2,000 to \$4,000 per month on average. Larger, cheaper housing is available outside Manhattan within an easy commute to work. Public transport is extensive, enabling a wider choice of housing options in both urban and suburban areas.

Medical Facilities

Medical facilities are widespread and generally of high quality. The UN has its own medical services

including doctors and nurses, and UNICEF offers medical consultations in the workplace.

Educational Institutions

Public schools are of varied quality, depending on location, and there are many medium to high quality private school, preschool and day care options, including instruction in languages other than English. There is a UN school as well.

United Nations International School info can be found at <http://www.unis.org>

Employment for spouses

UNICEF offices will, to the extent possible, assist spouses of international staff members seeking employment in UNICEF or other UN agencies.

VIII How to apply

Please apply to this post via UNICEF e-Recruitment portal through the link below.

https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbnN0X2d1aWQ9NEY4MTQ2Q0M0NEVGMjQxMEUxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVVVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X

Applicants will receive acknowledgement of receipts of their submission. Only shortlisted candidates will be contacted.