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Junior Professional Officer		
Child Protection Officer		
UNICEF	25 March 2018	

## I General information

<b>Title:</b>	Child Protection Officer
<b>Sector of Assignment:</b>	Child Protection
<b>Country:</b>	Democratic Republic of the Congo
<b>Location (City):</b>	Kinshasa
<b>Agency:</b>	UNICEF
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum total of 3 years
<b>Grade:</b>	P2 step 1 in the first year

**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**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

**Please read the criteria and FAQ section carefully before considering applying**

## II Duties, responsibilities and Output Expectations

### General

The JPO will support the Child Protection Section's ability to ensure technical excellence and quality of its programmatic work, within the broader context of the UNICEF country programme. The position will specifically strengthen Child Protection in Emergencies with a focus on gender and capacities to deliver for adolescents, while also supporting knowledge sharing, inter-sectoral collaboration, and resource mobilization.

### **1. Support to programme development and planning**

Summary of duties and expected output:

- Conduct/update situation analysis for the programme sector/s for development, design and management of child protection relations programmes/projects
- Contribute to the development/establishment of sectoral programme goals, objective and strategies and results-based planning
- Provide technical and operational support throughout all stages of programming processes
- Prepare required programme documentation/materials/data to facilitate the programme review and approval process

### **2. Programme management, monitoring and delivery of results**

Summary of duties and expected output:

- Work closely and collaboratively with internal and external colleagues and partners
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts
- Monitor and report on the use of sectoral programme resources and verify compliance

<ul style="list-style-type: none"> <li>• Prepare regular/mandated sectoral programme/project reports for management, donors and partners</li> </ul>
<p><b>3. Technical and operational support to programme implementation</b></p>
<p>Summary of duties and expected output:</p> <ul style="list-style-type: none"> <li>• Conduct regular programme field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support</li> <li>• Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners on UNICEF policies, strategies, processes and best practices</li> </ul>
<p><b>4. Networking and partnership building</b></p>
<p>Summary of duties and expected output:</p> <ul style="list-style-type: none"> <li>• Build and sustain effective close working partnerships with government counterparts and national stakeholders</li> <li>• Draft communication and information materials for country office programme advocacy to promote awareness, establish partners/alliances and support fund raising</li> <li>• Participate in inter-agency meetings/events on programming to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process</li> <li>• Research information on potential donors and prepare resource mobilization materials and briefs for fundraising and partnership development</li> </ul>
<p><b>5. Innovation, knowledge management and capacity building</b></p>
<p>Summary of duties and expected output:</p> <ul style="list-style-type: none"> <li>• Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders</li> <li>• Apply innovative approaches and promote good practice to support concrete and sustainable programme results</li> <li>• Research and report on best/cutting edge practices</li> <li>• Participate as resource person in capacity building initiatives</li> </ul>
<p><b>III Training component: Learning elements and expectations</b></p>
<p>Upon completion of the assignment the JPO will have/ will be able to: formulate strategies and concepts, analyse information, develop knowledge and expertise, and plan activities and projects by working strategically to realize UNICEF's goals through the achievement of sustainable results to create a protective environment for children, and in particular girls, against harm and all forms of violence. This also includes:</p> <ul style="list-style-type: none"> <li>• Ensuring survival, development and well-being in society, especially humanitarian settings.</li> <li>• Contribution to maintaining/enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes great social equity.</li> </ul>
<p>The JPO training programme includes the following learning elements:</p> <ul style="list-style-type: none"> <li>• Pre-Boarding: UNICEF Context, organizational culture and values;</li> <li>• On Boarding: Build and expand core knowledge of UNICEF's functional context; Human Resources /Ethics;</li> <li>• JPO Orientation Programme – Designed towards development of professional skills and personal insights into performance and collaboration and create and understanding of how the organization functions and carries out its missions around the world;</li> <li>• E-learning opportunities in performance management: create the conditions for high performance and development;</li> <li>• E-learning opportunities on basic UNICEF programme &amp; operational Strategies: assimilate UNICEF's approaches to programming and operations; thematic programme areas; as well as cross-cutting function areas;</li> </ul>

- JPO Coaching & Mentoring Programme – driven by individual needs and targeted towards insights into organizational culture and targeted training opportunities and support.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

#### **IV Supervision**

##### **Title of supervisor: Chief of Child Protection**

##### **Content and methodology of supervision**

The supervisor will provide support and guidance to the JPO's professional development and compliance with the Terms of Reference and timely delivery of the expected outputs/results.

UNICEF uses Achieve (an electronic performance appraisal system) that enables staff and supervisors to set up, monitor, and evaluate their annual work plan. Work outputs and development goals are discussed and rated by supervisor and supervisee.

There are 3 phases of the annual Achieve Cycle:

Phase 1: **Performance planning** – this is a joint exercise between the staff member and supervisor aimed at creating work plan deliverables

Phase 2: **Performance progress** – an open time during the year between Performance Planning and Performance Assessment when staff members track and update their work plan deliverables

Phase 3: **Performance assessment** - this involves reviewing and qualitatively assessing the staff member's performance against agreed work plan deliverables and core competencies.

In addition, year-end JPO monitoring reports will be completed as required by the Government of The Netherlands.

#### **V Required Qualifications and Experience**

##### **Education:**

Master degree or equivalent in International Development, Human Rights, Psychology, Sociology, International Law or other social science field is required.

##### **Working experience:**

A minimum of 2 years to maximal 4 years relevant working experience, including internships and voluntary work experience in social development planning and management in child protection and/other related areas at the international level and/or in a developing country is required. Relevant work experience in child protection and related areas, programme/project development and management in a UN System agency or organization is an asset.

**Languages :** Fluency in English and French is required. Knowledge of another official UN language or a local language is an asset.

##### **Key competencies**

- Formulating Strategies and Concepts
- Analysing
- Applying Technical Expertise
- Learning and Researching
- Planning and organizing

#### **VI Background information on Agency/Department/Section**

UNICEF DRC is currently implementing its 2013-2017 country programme and is preparing its new country programme. The Child Protection programme focuses on prevention and response to all forms of violence, child abuse, and exploitation; access to civil registry services and legal protection; and the strengthening of laws, social policies, planning, budgets, expenditures, public opinion and social standards, to foster an environment in which the rights of children of all ages

are cherished and protection in both development and humanitarian settings. Key programme priorities include justice for children, birth registration, protection against exploitation and violence, especially sexual and gender based violence and the enlisting of children in armed groups.

## **VII Information on living conditions at Duty Station**

**Security:** DRC has been going through a period of political stalemate and division involving the government and opposition since 2016. Elections, which were due to take place in December 2016, have been postponed. Demonstrations are regularly organized against the government, particularly in Kinshasa and Eastern DRC. The socio-economic situation has also weakened in recent times leading to growing levels of criminality among the population. However, the security risk level in Kinshasa has been classified overall as Level 2. The United Nations has an Integrated Security System in place and takes all the measures necessary to ensure its personnel are safe. The environment is generally safe but staff must always be cautious and vigilant.

**Availability of housing:** Given the prevailing security situation in the country, all UNICEF staff must reside in MOSS-compliant accommodation in the UNDSS-authorized district in Kinshasa. There is a good supply of MOSS-compliant housing and accommodation in the city.

**Availability of medical services:** Kinshasa has a range of medical services and hospitals in the city which are deemed to be quite good. United Nations personnel have 24/7 access to United Nations dispensary services in cases of emergency and for preventive and curative care. Private clinics are also easily accessible in the district where all international staff reside.

**Availability of schooling:** There is a good supply of international schools in Kinshasa at both primary and secondary level. Crèche facilities are also available for very young children. There are schools offering the Belgian, French and American education programmes in the city.

**Working opportunities/restrictions for partners:** With the current socio-economic context, employment opportunities for spouses are limited and it is not easy to get a work permit in Kinshasa.

## **VIII How to apply**

Please apply to this post via UNICEF e-Recruitment portal through the link below by 03/25/2018. All applications should include a CV and Letter of Motivation.

<https://www.unicef.org/about/employ/?job=511339>

To learn more about the JPO Programme, please visit the following link:

[https://www.unicef.org/about/employ/index\\_jpp.html](https://www.unicef.org/about/employ/index_jpp.html)

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