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Junior Professional Officer		
Child Protection Officer		
UNICEF	Closing date: January 3, 2016	
I General information		
Title:	Child Protection Officer	
Sector of Assignment:	Child Protection Section	
Country:	Indonesia	
Location (City):	Jakarta	
Agency:	UNICEF	
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years	
Grade:	P2 step 1 in the first year, depending on the level of education and relevant working experience	
<p>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:</p> <p>http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash</p> <p>Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties, responsibilities and Output Expectations		
General		
<p>The JPO will be accountable for professional technical contribution to project design, planning, administration, monitoring and evaluation of Child Protection programme/project activities, data analysis and progress reporting, and commitment for enhancement of teamwork and capacity building, in support of achievement of planned objectives of the work plan, aligned with country programme goals and strategy.</p>		
1. Programme/Project Management		
<p>Ensure the availability of accurate, complete and up-to-date information required for effective Child Protection programme and project design, implementation, management, monitoring and evaluation. Draft sound Child Protection programme budgets for review by the supervisor; and provide support for the sharing of information with relevant partners.</p>		
2. Project Efficiency and Effectiveness		
<p>Enhance project efficiency and effectiveness through implementation follow-on activities with various partners, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance and Child Protection project status.</p>		

3. Work Plan and Project Documentation

Analyze collected data and information and prepare progress reports; draft changes in Child Protection project work plans and assist in identification of required supplies and equipment as well as in the drafting of Country Programme Recommendation and other project documentation, assuring accuracy and consistency with established rules, regulations and plans of action, and provide support for consultation with partners as required on planning and implementation of Country Programme activities.

4. Project Implementation Information and Data

Ensure the appropriateness of financial, administrative and supply documentation; verify that Child Protection project expenditures are within allotments and that data is consistent with the project information and database (e.g., FLS, ProMS). Follow up on queries including with and by partners or initiate corrective action on discrepancies. Support maintenance of information system for monitoring gender/sex aggregated data.

5. Knowledge Sharing

Compile Child Protection project implementation training and orientation materials to promote knowledge sharing with donors, media and all other stakeholders.

6. Communication and Networking

Ensure the effective communication and networking developed and maintained through partnership and collaboration.

- Collaborate with Operations staff to implement internal controls systems and resolve day-to-day issues or discrepancies in financial or supply management; and provide support for orientation and training of Government and all UNICEF implementing partners in UNICEF financial and supply policies and procedures.
- Team with local Government counterparts to exchange information on Child Protection project implementation and status as well as movement and distribution of supplies.
- Coordinate with members of the development community, including NGOs, UN and bilateral agencies in the exchange of information relating to Child Protection sector; and provide support for strengthening the coordination among child protection system actors including when appropriate the IASC protection sub cluster during preparedness and response to emergencies.

III Training component: JPO Learning and development Plan

The JPO training programme includes, but is not limited to the following:

- Pre-Boarding: UNICEF Context, organizational culture and values,
- On Boarding: Build and expand core knowledge of UNICEF's functional context; Human Resources /Ethics;
- 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;
- 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;
- JPO Coaching & Mentoring Programme – driven by individual needs and targeted towards

insights into organizational culture and targeted training opportunities and support.

In addition:

- UNICEF uses e-PAS (or electronic Performance Appraisal System) that enables staff and supervisors to set up, monitor and evaluate their annual work plan. Work outputs, competencies and development goals are discussed and rated by supervisor and supervisee.
- 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.

Upon completion of the assignment the JPO will have/ will be able to:

- Develop and apply technical and management skills related to child protection programmes in a developing country and be ready for more senior level work in development.
- Understand and appreciate working in decentralisation and de-concentration (D&D) environment.
- Appreciate the linkages of child protection to other development programmes in education, health and poverty reduction. Understand and apply UNICEF child protection policy, planning and programming processes including the use of UNICEF's financial and management and monitoring system and UNICEF's mission, operational procedures and guidelines.

IV Supervision

Title of supervisor: Chief Child Protection

Content and methodology of supervision

Supervision of the JPOs will be monitored through UNICEF's Performance Appraisal System E-PAS. There are 3 phases of the E-pas Performance Cycle – Phase 1: Performance Planning which will initiated at the beginning of the year when tasks will set and key performance indicators established, Phase 2: Mid-Year Review – a half yearly check in to monitor progress and readjust goals and Phase 3: Year End Appraisal. In addition, year-end JPO monitoring reports will be completed as required by the Government of The Netherlands.

V Required Qualifications and Experience

Education:

Advances University degree (MA) in the social sciences, law or child development

Working experience :

Two to a maximum of four years of relevant professional work experience some of which in international development is desirable. Work experience in emergencies is considered an asset.

Languages :

- Fluency in English and a second UN language is desirable.

Key Competencies

Competency Profile (For details on competencies please refer to the UNICEF Professional Competency Profiles.)

i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Communication [II]
- Working with People [I]
- Drive for Results [I]

iii) Functional Competencies (Required)

- Formulating Strategies and Concepts [I]
- Analyzing [II]
- Applying Technical Expertise [II]
- Learning and Researching [II]
- Planning and Organizing [II]

http://www.unicef.org/about/employ/files/UNICEF_Compencies.pdf

VI Background information on Agency/Department/Section

UNICEF's Child Protection Section works to protect children against all forms of violence, exploitation and abuse in development and humanitarian contexts. It does so by strengthening child protection systems and by promoting positive social practices to prevent and respond to violence, exploitation and abuse. Child protection promotes child well-being and allows for child survival, education, and socio-economic development.

VII Information on living conditions at Duty Station

General Information on Indonesia:

The website <http://www.expat.or.id> provides general information from climate to all related information for living in Jakarta Indonesia.

Security

Most of Indonesia area is currently Security Level Low. Western part of Java, including Banten Province and Greater Jakarta are in Moderate level. Ambon, Mollucas, Rest of Papua excluding capital city Jayapura, Poso Central Sulawesi and Denpasar Bali are also in Moderate Level.

All UN staff visiting Indonesia must ensure that they obtain a security clearance from UNDSS. Security prior to travel. More information can be found on the Website: <https://dss.un.org> .

Housing:

Housing is readily available. Information on housing can be found on the web page <http://www.expat.or.id> in Jakarta.

Schools in Jakarta

There are various international schools in Jakarta, a list of which can be found on the <http://www.expat.or.id> web page under Practical Information, Schooling.

Work for spouses/partners:

Work opportunities for spouses/partners are limited. The work permit has to be applied for through the hiring organisation.

VIII How to apply

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

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

https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9NTY1QTNBOUU1NjhBNThGMkUxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVVVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X