

<h1>Advertisement</h1>		
Junior Professional Officer		
Social Policy Applied Research Officer		
<b>UNICEF</b>	Closing date: <i>September 27, 2017</i>	
<b>I General information</b>		
<b>Title:</b>	Social Policy Applied Research Officer	
<b>Sector of Assignment:</b>	Social Policy	
<b>Country:</b>	Indonesia	
<b>Location (City):</b>	Jakarta	
<b>Agency:</b>	UNICEF	
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years	
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience	
<p><b>Note :</b> 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 <b>PEOPLE WITH THE DUTCH NATIONALITY</b>. For criteria see the website of Nedworc Foundation:  <a href="http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash">http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash</a>  <b>Please read the criteria and FAQ section carefully before considering applying</b></p>		
<b>II Duties, responsibilities and Output Expectations</b>		
<b>General</b>		
<p>The JPO will provide technical support to strengthen the knowledge base on children and young people in Indonesia. S/he will assist UNICEF Indonesia's Social Policy team in undertaking research and analysis and collecting data on issues related to child well-being and underlying socio-economic conditions. S/he will also work with programme colleagues at national and sub-national level on identifying and compiling effective strategies for evidence generation and dissemination to improve child well-being in different settings across the country, as well as applied research on the effectiveness of interventions for children and their families.</p>		
<b>1. Knowledge Management</b>		
<ul style="list-style-type: none"> <li>• Contributes to advancing UNICEF's knowledge management function in which relevant data, information and knowledge on children and the issues affecting them are systematically generated, compiled, visualised and disseminated</li> <li>• Support the achievement of cross-cutting and social policy-related office priorities and to build the Country Office's capacity to produce, access, and distribute knowledge in various formats for local and global use, adhering to quality standards</li> <li>• Supports and contributes to effective and efficient planning, management, coordination, monitoring and evaluation of the country programme</li> </ul>		
<b>2. Data, analysis and research for Children</b>		

- Analyses the macroeconomic context of social policy programmes and its impact on social development. Identifies emerging issues and social policy concerns and their implications for children, and proposes and promotes appropriate responses, including in regard to public finance management and child-sensitive social protection.
- Supports the monitoring of child-related Sustainable Development Goals, ensuring disaggregated analysis, including for gender and poverty status.
- Engages with Government, CSO and UN partners on issues around strengthening monitoring the effectiveness and efficiency of results for children.
- Contributes to the advancement of a database on data on children and “what works” in addressing child poverty and disparities in different settings across Indonesia. Ensure rapid and accurate information and knowledge dissemination to key audiences.

### 3. Partnership building

- Contributes to the establishment of effective partnerships with the Government, bilateral and multilateral donors, NGOs, civil society and local leaders, the private sector, and other UN agencies to support sustained and proactive commitment to the Convention of the Rights of the Child and to achieve global UN agendas such as the Sustainable Development Goals.
- Identify opportunities to strengthen the capacity of partners to generate, use and share quality data and research on children in Indonesia.

## III Training component: Learning elements and expectations

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

- UNICEF Indonesia will provide dedicated support to the JPO with special attention to their induction, continuous learning opportunities and making them integral members of the social policy and wider programme team. The assignment will give the JPO exposure to UNICEF’s work with Government and other development partners, both at national and sub-national levels and will support the JPO to:
- Develop and apply technical and management skills related to social policy programmes in a developing country where sustained economic growth is accompanied by rising income inequality and widespread inequities in child outcomes
- Apply innovative approaches to generate quality data and analysis needed to build strong monitoring systems with focus on equity for children
- Acquire quantitative and qualitative analytical skills and is able to apply them in all areas covered by UNICEF’s social policy related work, including but not limited to: knowledge management, governance, public finance for children, decentralization, climate change, cross-sectoral planning and programming, and others

- The JPO training programme includes the following learning elements:
- 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:

- 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 Social Policy

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

The supervisor will provide support and guidance to the JPO's professional development and compliance with the TOR 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** - joint exercise between the staff member and supervisor aimed at creating work plan deliverables, Phase 2: **Performance progress** - open time in the year between Performance Planning and Performance Assessment when staff members should track and update their work plan deliverables, and Phase 3: **Performance assessment** - involves reviewing and qualitatively assessing the staff members 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:**

Advanced university degree in Social Policy, Applied Research and Analysis, Economics, Social Sciences, Development Planning or similar.

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

Two to maximum four years relevant working experience, including internships and voluntary work in social policy, research and analysis. Experience in undertaking quantitative and qualitative research and analysis of large datasets is an asset.

**Languages :** Fluency in English. Working knowledge or willingness to learn Bahasa Indonesia is an asset.

##### **Key competencies**

- Analyzing
- Formulating strategies and concepts
- Planning and organising
- Applying technical expertise
- Learning and researching

For more information about UNICEF competency framework please visit the link below

[http://www.unicef.org/about/employ/files/UNICEF\\_Competencies.pdf](http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf)

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

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. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full

potential, without discrimination, bias or favoritism. A focus on equity for children requires strong monitoring systems at national and sub-national level, innovative approaches to generate quality data and analysis as well as knowledge sharing among different actors in Indonesia and as part of South-South or triangular cooperation.

<https://www.unicef.org/>

**Job organizational context:** UNICEF Indonesia operates in a Middle Income Country context, in a country with a very high level of diversity and rising inequality. The 2016-2020 Country Programme cycle has a strong emphasis on upstream policy engagement, knowledge management and knowledge sharing, leveraging resources and bringing together different actors. This position is part of the Social Policy Cluster that is accountable for results in social protection, knowledge management, data and research, as well as Disaster Risk Reduction and emergency preparedness. The JPO will primarily contribute to the work on knowledge management, data and research.

<https://www.unicef.org/indonesia/>

## VII Information on living conditions at Duty Station

### General Information on Indonesia:

The JPO will be based in the UNICEF Jakarta office with occasional travel to the provinces. Jakarta is a family duty station with all amenities of a big, modern city. Health facilities in Jakarta are well-equipped, while the quality of medical care is average. The city has several International schools, big shopping centers, restaurants, sports and leisure facilities. Traffic is congested. Banking services are of acceptable quality. There is a high availability of quality products and household necessities (food, clothing and household equipment),

The UNICEF Jakarta Office is situated in the business district with close proximity to several major hotels, banks, businesses, Embassies and other UN Agencies. The website <http://www.expatriate.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, Maluku's, 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>.

### Work for spouses/partners:

Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit has to be applied for through the same hiring organisation.

## VIII How to apply

Please apply to this post via UNICEF e-Recruitment portal through the link below by **27/09/2017**

<https://www.unicef.org/about/employ/?job=506946>

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