

# Advertisement

Junior Professional Officer

Public Partnership Officer



UNICEF

March 25, 2019

23:55:00 (Eastern Daylight Time)

## I General information

<b>Title:</b>	Public Partnership Officer (United Nations)
<b>Sector of Assignment:</b>	Public Partnership Division
<b>Country:</b>	USA
<b>Location (City):</b>	New York
<b>Agency:</b>	UNICEF
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum of 3 years
<b>Grade: P2</b>	P2 step 1 in the first year, or P1 step 1, 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 **NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm>

Please read the criteria and FAQ section carefully before considering applying

## II Duties

### General

Under the overall supervision and guidance of the Senior Advisor, UN Partnerships, the UN Partnerships Officer will provide increased capacity to the work of the UN Partnerships Team, especially with regards to enhanced communications with UNICEF field offices, HQ colleagues and other UN agencies for effective program delivery and results for children.

**Responsibility 1:** Develop communication products and strengthen information channels to keep UNICEF field staff as well as HQ colleagues abreast of the latest developments on UN coherence issues:

- Develop regular UN Coherence updates and newsletters (e.g. weekly/bi-weekly/monthly/quarterly) and organize other information sharing opportunities such as presentations, webinars, field visits etc. Prepare accompanying materials for optimized information sharing and visibility of our work, this may also include ad-hoc products such as articles or papers;
- Provide support in maintaining and updating the UN Partnerships intranet and public intranet website and ensure content is pertinent and accessible to audiences;
- Provide support in the development and maintenance of (new) knowledge management tools to keep field staff informed and document good practices and lessons learned from our operations with a focus on UN partnerships.

**Responsibility 2:** Contribute to the preparation for and monitoring outcomes of high level interagency meetings, including the United Nations Development Group (UNDG), the CEB and its pillars The High Level Committee of Programmes (HLCP) and the High Level Committee on Management (HLCM) among others:

- Coordinate in-house expertise and analysis to optimize UNICEF's effective engagement;
- Prepare comprehensive and strategic briefing packages for senior management's participation in interagency meetings;
- Follow-up on interagency meetings, interact with other agency counterparts to help strengthen interagency relations and prepare meeting summaries to identify key takeaways and any necessary UNICEF follow-up.

**Responsibility 3:** Support operationalization of the relevant sections of the Quadrennial Comprehensive Policy Review (QCPR) and strategic engagement with the UN system to influence the UN coherence agenda in support of results for children:

- Assess, analyse and interpret data and information on UNICEF's participation in the implementation of various UNDS reform workstreams;
- Prepare UNICEF's strategic contributions to relevant reports of the UN Secretary-General, interagency monitoring frameworks and guidance materials.

### **III Training component: Learning elements and expectations**

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

- Sets high standards for quality of work and consistently achieves project goals;
- Strong analytical, research and writing skills with the ability to prepare papers with minimum guidance and using often complex information from multiple sources.
- Translates strategic direction into plans and objectives;
- Knowledge of current development issues, policies and discussions in the intergovernmental arena;
- Familiarity with the subject-matter of UN;

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.
- Stretch assignments- opportunity, normally from to max of six months that goes beyond the current description and creates an opportunity to learn new skills in a different Duty Station, Division or Section
- 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:** Senior Advisor, UN Partnerships

**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:

An advanced University degree (master's degree or equivalent) in any of the following fields is required: Social Sciences, Global studies, or another related field

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

### Working experience :

Two to maximal 4 years relevant working experience in international development, political and/or intergovernmental relations, or other fields related to the work of UN Partnerships. Experience at country level is an asset.

All paid work experience since obtaining Bachelors degree will/can be considered.

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

### Key competencies

- Communication
- Working with People
- Drive for Results

## VI Background information on Agency/Department/Section

UNICEF works to save children's lives, to defend their rights, and to help them fulfil their potential, from early childhood through adolescence. And we never give up. Together with partners, we work 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.

The incumbent will be a member of the UN Partnerships Team which is at the center of UNICEF's strategic engagement on the UN reform agenda and interagency work. The main function and responsibilities of the UN Partnerships Team are: 1) monitor and report on implementation of the Quadrennial Comprehensive Policy Review Resolution; 2) support senior management's engagement in the Chief Executives Board for

Coordination (CEB) and its two pillars, and other interagency fora on issues related to UN Coherence and UN Reform; 3) provide guidance and maintain communication with field colleagues on issues related to the reform of the UN development system and UN coherence as a part of field engagement.

## VII Information on living conditions at Duty Station

General Information	New York City is an iconic US city. It is the Headquarters for UNICEF, UNDP, UNFPA and the United Nations. It is the largest city in the US, its financial capital and boasts world-class cultural attractions.
Security	The security threat level in New York is classified as Minimal (Level 1), the lowest-level, by the UN Department of Safety and Security. Currently there are no significant security threats in general nor direct threats to UN personnel or assets within the country. Petty crime is only identified risk.
Housing	The Greater New York City area offers a wide variety of long-term and short-term accommodation, furnished and unfurnished. Central accommodation is expensive by global standards. Units can be located through the use of brokers or a variety of online listing sites that can be found through an internet search of "New York city apartment rental".
Schools & Childcare	Numerous public and private schooling options are available throughout the city, offering differing curricula and tuition in different languages. A private "UN" school, catering to UN personnel, has campuses across the city and teaches the International Baccalaureate curriculum.
Work for spouses & partners	New York City offers a large and competitive job market. UN staff who are not US citizens or permanent residents are conferred a work visa status (G-4) that permits their spouses to work during the validity of their visa.

## 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=519995>

Closing date: Monday, March 25<sup>th</sup>, 2019 23:55:00 (Eastern Daylight Time)

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)

*Please also include an e-mail that can be used for general information on the job, the conditions and the application procedure etc.*

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.