

# Advertisement

Junior Professional Officer

**Population and Development**

UNFPA



*Closing date: 29<sup>th</sup> May 2012*

## I General information

<b>Title:</b>	Junior Professional Officer Population and Development
<b>Sector of Assignment:</b>	Population and Development
<b>Country:</b>	Ethiopia
<b>Location (City):</b>	Addis Ababa
<b>Agency:</b>	UNFPA
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend for up to three years upon satisfactory performance.
<b>Grade:</b>	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 **candidates from developing countries** – 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

The JPO will provide assistance to the Population and Development Unit of the Country Office in the area of Capacity Development, Data for Development and Research. The JPO is expected to acquire basic knowledge in programme management, monitoring and evaluation, and in the field of research on problems affecting the lives of the poor and the most vulnerable in relation to the mandate of the Fund. For more detailed duties and responsibilities for this post, please visit the following website: <https://erecruit.partneragencies.org/erecruit.html>

#### 1. Responsibility

- Assists in analyzing and interpreting the political, social and economic environment relevant to population and development; the identification of opportunities for UNFPA assistance and intervention; keeping abreast of new policy development frameworks; the preparation of inputs for policy dialogues, technical assistance and development frameworks, and development of monitoring and evaluation tools.
- Assists in analyzing reports on programme and projects in terms of achieving results using the monitoring and evaluation tools identifying constraints and resource deficiency and recommends corrective action.
- Assists in expending and coordination of programme/project implementation through the establishment of collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficiently delivery of project inputs and addressing training needs of project personnel.

- Creates and documents knowledge about current and emerging Population and Development trend, by analyzing programmes, projects, strategies, approaches, and ongoing experience of lessons learned, best practices and shares with senior programme officers of use in knowledge sharing and planning future strategies.
- Assist advocacy and resource mobilization efforts of the country office by preparing relevant documentation i.e. project summaries, conference papers, speeches, donor, profiles and participates in donor meetings and public information events.

For more detailed duties and responsibilities for this post, please visit the following website:

<https://erecruit.partneragencies.org/erecruit.html>

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

The JPO training programme includes the following learning elements and upon completion of the assignment the JPO will be able to:

- Appraise and prepare projects addressing issues on population and Development
- Write assessment reports on the subject of Population and Development
- Draft project proposals
- Prepare project budgets on the basis of planned activities
- Mobilize resources and monitor and evaluate programmes/projects

### **IV Supervision**

#### **Title of supervisor:**

Overall supervision: UNFPA Representative in Ethiopia, Direct supervision: Population and Development Programme Analyst/Specialist

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

- Job-related guidance in a timely, constructive and appropriate manner is provided on a continuous basis.
- The functions of all staff and what is required of the JPO and how this relates to the overall mandate of UNFPA will be explained.
- All necessary information, rules, policies, equipment and other tools required will be provided.
- The JPO will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities.
- Supervisors will take an overall interest in the JPO's development and provide encouragement and advice on how the JPO can realize his/her potential.
- There will be opportunities for the JPO to express his/her views on work-related matters.

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

#### **Education:**

An advanced university degree in the field of Demography, Population, Social Sciences and/or other relevant fields. A Bachelor's degree with an additional (extra) two years of working experience may be accepted in lieu of Master's degree.

#### **Working experience :**

Preferably 2 to maximal 4 years of relevant working experience in research, programme management or monitoring and evaluation. Experience in developing countries is an asset.

**Languages :** Fluency in English. Knowledge of other languages will be an asset.

#### **Key competencies**

- Valuing Diversity
- Working in Teams
- Integrity/ Commitment to the mandate
- Self and conflict management

- Communicating information and ideas

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

UNFPA, the United Nations Population Fund promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. For more information, please visit our website:

[www.unfpa.org](http://www.unfpa.org)

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

### **Security**

Crime in Addis Ababa is similar to that of many African capital cities. Expatriates should remain vigilant at all times. There is security around all major hotels, key government offices and major Embassies in Addis Ababa. Petty theft/mugging is common particularly in the Piazza or Mercato areas of Addis Ababa and is on the increase in other areas. Extra caution must be exercised during travel on foot late in the evening or early morning .

### **Housing**

Houses and apartments are available around town. Good two- to three bedroom accommodation is now easy to find. The following websites can be a good resource for housing:

[www.addisagents.com](http://www.addisagents.com); [www.ezega.com/RealEstate/](http://www.ezega.com/RealEstate/); [www.liveinethiopia.com/](http://www.liveinethiopia.com/);

### **Medical Services:**

There are several international hospitals and clinics. There are both local and international private physicians and specialists.

### **Education**

There are several international schools (KG to 12) available in Addis Ababa such as International Community School (ICS), Sandford International School, Bingham Academy, Greek Community School, British International School, and Andinet International School. For more details, please refer to the following webpage <http://www.icsaddis.edu.et/>. There are other local schools available

### **Employment for spouses**

UN does not provide any assistance in finding jobs for dependent spouse and/or dependent children of UN staff members. Employment opportunities are limited to international organizations mainly within ECA as the other UN agencies are much smaller. Vacancy Announcements are posted within the ECA Secretariat. In addition to ECA, there is also AUC, but as there is good "skilled labor" in this duty station, the likelihood of finding employment is very small. The Host Government does not issue work permits to spouses and/or dependent children of UN staff members. It is strictly forbidden for spouses and dependent children to work in Ethiopia on account of the visa issued by the Ministry of Foreign Affairs.

## **VIII How to apply**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at

<http://www.unfpa.org/employment/vacancy.htm>

Please print out the Guide for your reference during the registration and application process.

**The closing date for this position is 29<sup>th</sup> May 2012**

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

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