

Advertisement

Junior Professional Officer
**Adolescents Development
Officer**
UNICEF



Closing date: 4 May 2012

I General information

Title:	Adolescents Development Officer
Sector of Assignment:	Child Protection, Adolescent & HIV/AIDS Section
Country:	Egypt
Location (City):	Cairo
Agency:	UNICEF
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	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 people with **the Dutch nationality** - 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

1. High quality monitoring reports are disseminated and discussed with key follow-up actions implemented.
Output: Conduct monitoring visits to project sites with implementing partners.
2. Regular meetings with partners and stakeholders contribute to improved coordination and information sharing.
Output: Participate in coordination and advocacy meetings with partners.
3. High quality evidence-based documents are prepared.
Output: Researching and compiling data as well as drafting various documents including annual reports, proposals and presentations.
4. At least two programme interventions are documented per year.
Output: Documentation of programme interventions.
5. At least two partnerships are co-managed in close collaboration with the responsible Project Officer.
Output: Project Management

III Training component: Learning elements and expectations

The JPO will undergo a comprehensive training programme which to benefit both the staff member and UNICEF through, among others, undergoing a 'learning by doing' programme.

Various sources of learning will include but not be limited to the following:

- Coaching during “doing”
- Direct training through the various UNICEF provided Webex sessions
- Various online sources, publications, etc.
- Face-to-face training provided by UNICEF as deemed relevant and appropriate
- Exposure to other bi-lateral and multi-lateral organizations

Among other activities, the assignment will start by developing a detailed learning plan for the staff member that will include time line, expected result, source, etc with a view to have a clear vision on the set of skills the SM would have acquired by the end of the assignment and with a view of developing her/his skills to be able to manage regular UNICEF SM’s workload and function on her/his own.

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

- Manage and monitor projects with focus on results, promotion of best practices and policy transfer.
- Understand key policy instruments in the area of adolescent development and participation.
- Design and implement adolescent development and participation interventions.
- Understand the situation of adolescents and youth in Egypt and the Middle East and North Africa region.
- Understand the role of United Nations agencies in developing countries.

In addition:

- UNICEF uses e-PAS (or electronic Performance Appraisal System) that enables staff and supervisors to set up, monitor and complete their annual performance evaluations.
- E-PAS includes a 3-phase participatory performance management approach (planning, mid-year review and year-end assessment) where work outputs, competencies and development goals are discussed and rated by supervisor and supervisee.

IV Supervision

Title of supervisor: Chief of Child Protection, Adolescents & HIV/AIDS

V Required Qualifications and Experience

Education: Advanced University degree (MA, MS, MSc, MPH, Ph.D) in social science, public policy or equivalent.

Working experience: Preferably 2 to a maximum of 4 years of relevant work experience, including internships and voluntary work, in development at either national or international level, preferably in the area of adolescent and youth development.

Languages: Fluency in English. Knowledge of Arabic an asset.

Key competencies

- Good training skills, inter-personal and communications skills, knowledge of human rights or social/child protection, advocacy, and negotiation & training skills.
- Ability to work in an international and multicultural team.
- Excellent writing skills, and good knowledge of computer management and applications
- Formulating strategies and concepts, Analysing, Applying Technical expertise, Learning and Researching, and Planning and Organizing

VI Background information on Agency/Department/Section

<http://www.unicef.org/egypt/>

The 2007-2011 Country Programme consists of the following programmes. The Country Programme Structure results from a rights-based programming approach that leads to a much greater focus, integration and streamlining of programme interventions.

The table below lists the programmes and their corresponding projects:

Programmes	Projects
Young Child Survival and Development	Nutrition Child Health Services Health Policy, Research & System Community Health WES
Quality Education	Quality Assurance Community Initiatives School Based Reform ECD
Child Protection, HIV/AIDS and Adolescent Development	Data Systems Policies & Mechanisms Advocacy & Community Initiatives HIV/AIDS Adolescents Development
Social policy, advocacy and partnerships for children's rights	Social Policy, Planning, Monitoring & Evaluation (SPME) Advocacy and Communication Communication for Development (C4D) Partnerships

VII Information on living conditions at Duty Station

Security:

Egypt continues to experience a delicate period of transition towards democracy. In the last year, the country has seen episodes of localized civil unrest and an increase of criminality. Demonstrations can impact on traffic, however, most of Cairo remains calm and the situation is closely monitored by the UN Security System. The UN is not considered as a target, but, usual precautionary measures against criminality have to be taken. Egypt is still considered to be a safe country and remains a family duty station.

Housing:

There are usually a wide variety of options available in the market. Rental apartments and houses in Cairo are readily available and range in price from the inexpensive (\$700 per month) through the very expensive (\$3,000 and up) depending on size and location. Houses are scattered throughout the city, however, and due to the heavy traffic congestion, many staff opt to rent a house in the same area where the office is located - i.e. in Maadi for UNICEF. They are generally apartments with two or more bedrooms and bathrooms.

For Temporary Accommodation, the office has a list of recommended hotels which is shared before arrival.

Medical Facilities:

Many physicians in Egypt are Western-trained and speak English. Medical facilities in Cairo and big cities are adequate for routine problems. The following link provides information on hospitals in Egypt: http://en.wikipedia.org/wiki/List_of_hospitals_in_Egypt

Education Institutions:

There are many international schools around Cairo including, but not limited to, American, British, French and German schools. A list of schools in Egypt can be found on the following link: http://en.wikipedia.org/wiki/List_of_schools_in_Egypt

Employment for spouses:

UNICEF offices will, to the extent possible, assist spouses of international staff members seeking

employment in UNICEF or other UN agencies.

The following links provides useful information about Egypt:

1. <http://www.egypttoday.com>
2. <http://www.livinginegypt.org>

VIII How to apply

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

https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbnN0X2d1aWQ9NEY4MDQ4RTFDQzFFMjNDN0UxMDAwMDAwOUU3MTBGMEYmY2FuZF90eXBIPUVYVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X

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