

Advertisement

Junior Professional Officer
**Programme Officer,
Emergency**
UNICEF



Closing Date: 4 May 2012

I General information

Title:	Programme Officer, Emergency
Sector of Assignment:	Planning, Field Support
Country:	Indonesia
Location (City):	Jakarta
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 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

1. Contribute to the achievement of the outcome targets of the Country Programme in relation to Disaster Risk Reduction (DRR). The JPO will participate in the country office planning and review meetings, programme meetings for cross-sectoral linkages, ensuring mainstreaming of DRR in normal programming.

Outputs: Programmes are supported in formulation of Intermediate Results on DRR during work planning and review process.

2. Assist the programme clusters in field-based monitoring of different disaster risks faced by girls and boys and participate in programme discussions to address identified risks. Also, in the promotion and strengthening of government systems to assess and monitor different disaster risks faced by boys and girls including people-centred early warning systems.

Outputs: A robust assessment of disaster risk faced by boys and girls and related vulnerabilities and capacities are included in UNICEF-supported data collection and monitoring and other child-focused research.

3. In line with strengthening humanitarian preparedness, response and early recovery, the JPO will support UNICEF led Nutrition, Water Sanitation and Hygiene Promotion, co-led Education humanitarian clusters and Child Protection sub-cluster to advance DRR including capacity strengthening of national and sub-national partners in preparedness, early warning, response with an early recovery approach.

Outputs: The IASC contingency plans are informed by a gender and rights analysis. The UNICEF Indonesia Early Warning Early Action is updated in coordination with programmes, Office of

Emergency Programmes (EMOPS) Geneva and Regional Office.

4. Ensure coordination and harmonization with international donors, UN agencies, implementing partners, UNICEF Regional Office and regional bodies in the area of DRR and liaise with partners to create synergy and ensure implementation of the principles of Paris Declaration on aid effectiveness.

Outputs: Represent the Emergency Unit in UN, Donors, IASC Emergency coordination. Participate in producing knowledge products and contribute to relevant global UNICEF knowledge e-networks – Disaster Risk Reduction, Early warning Early Action updates, etc.

5. In coordination with programme clusters in Child Survival & Development (CDS), Early Childhood Development (ECD), Child Protection, identify interventions for UNICEF assistance in emergency situations in coordination with programme clusters and field offices. Conduct field assessment visit and support field offices in emergency operations with the aim of improving programme delivery effectiveness and efficiency.

Outputs: Support in preparation of Humanitarian Response Plan, Humanitarian Action Updates, Situation reports and Projects for implementation in emergency affected areas.

6. Assist in the preparation of reports and proposals related to the emergency situation, in collaboration with programme clusters at Jakarta and field offices.

Outputs: Prepare analytical updates, assessments and reports on the impact of the emergency situation on children. Proposal preparation, report writing and liaison with donors and other UN agencies as required for fundraising.

III Training component: Learning elements and expectations

Upon arrival at duty station, the JPO will be provided an orientation/briefing on UNICEF procedures and policies, Country Office functions and responsibilities, UNICEF Early Warning Early Action, UN Contingency Plan strategic plan, UN Partnership Development Framework (UNPDF), Country Programme Action Plan (CPAP) outcomes and its linkages to national development priorities.

Upon completion of the assignment at Year 1:

- Fully understand the internal work processes and programme policies and procedures of UNICEF
- Fully apprehend the policies and processes in the UN disaster risk reduction thematic group of the UN Partnership development Framework and be able to coordinate DRR programme activities with government counterparts.
- Have a good understanding of national procedures, policies and programs in the field of disaster risk reduction.
- Provide strategic management and coordination support relating to Disaster Risk Reduction programmes/projects including substantive reporting & financial management, technical input, monitoring of project progress and negotiation with Government counterparts and other development partners.
- Contribute to achievement of outcome targets of the country office as well as strategic planning and country office reporting.

Upon completion of the assignment at Year 2:

- Provide technical and policy advice in areas related to environment, climate change and disaster risk reduction as well as participate in production of knowledge products and contribute to the relevant global UNICEF knowledge e-networks – Disaster Risk Reduction, etc.
- Support coordination with international donors and UN agencies in the area disaster risk reduction and liaise with development partners to create synergy and avoid duplication.
- Contribute to the work of the unit including production of humanitarian updates, reports and resource mobilization documents.
- Coordination of multi sectoral programme interventions in emergencies and effectively apply UNICEF's core corporate commitments in all situations.

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: Emergency and Field Support Specialist

V Required Qualifications and Experience

Education: Advanced university degree MA, MS, MSc, MPH, Ph.D) in social science or related disciplines (Educational background in the field of humanitarian assistance would be valuable, due to the complex nature of emergencies in Indonesia.)

Working experience :

Preferably 2 to maximum 4 years of relevant work experience, including internships and voluntary work at national or international level.

Languages: Fluency in English and another UN Language. Knowledge of Bahasa Indonesia an asset.

Key competencies:

- Communication and Training skills
- Analytical skills
- Capacity to conceptualize and ability to negotiate.
- Ability to work in an international and multicultural environment.
- Good knowledge of computer software required.
- English (written and spoken).

VI Background information on Agency/Department/Section

<http://www.unicef.org/infobycountry/indonesia.html>

The main focus of the new Country Programme (CP) 2011-2015 is on supporting the Government of Indonesia in addressing inequities. Though there is considerable attention within the Government on equity there is insufficient highlighting of how inequities affect children, what its unique features are for Indonesian children and who and how many poor children there are. To that extent, UNICEF Indonesia Country Office (ICO) has translated its understanding of the equity dimensions in Indonesia as key cross-sectoral results to be achieved in 2011 to move the equity agenda forward and develop cost-effective strategies to bring services closer to the most vulnerable.

Climate change has been acknowledged as a major threat to the future of Indonesia. The country is the world's third largest greenhouse gas emitter, with 80 per cent of its carbon footprint attributed to the degradation of peat land and the logging of its forests. Indonesia sits along the Pacific "Ring of Fire", a horseshoe-shaped string of faults that line the Pacific Ocean, and is on the world's most disaster-prone countries most vulnerable to recurring exposures to floods, tsunamis, volcano eruptions, earthquakes and landslides. As a result of climate change, natural disasters are likely to get worse. Sitting along an active tectonic plate, the country is prone to high levels of seismic activity. The massive December 2004 earthquake and tsunami devastated large parts of the country's Aceh province in Northern Sumatra, leaving around 200,000 Indonesians dead or missing and hundreds of thousands without a home. The continuous volcanic eruption of Mount Merapi beginning in October 2010 in Central Java province and the Mentawai earthquake tsunami in West Sumatra province jointly resulted in 813 casualties and displacing 214,874 persons, roughly one quarter are children. In addition to natural disasters some areas in Indonesia are also at risk of conflict due to social issues. Emergency response represents a consistent draw on national financial

resources.

VII Information on living conditions at Duty Station

Security

Threats to UN staff are considered very low and there are no restrictions regarding family accompaniment. Common sense rules to prevent crime should always be applied. Security Phase "One" is in effect in Indonesia. All UN staff visiting Indonesia and traveling within Indonesia must ensure that they obtain a security clearance from UNDSS.

Housing

Housing is readily available and within reach as compared to other countries in the region. Jakarta housing rent ranges from USD 2500 to 3500 and apartments from USD1300 -2500. There are also many serviced apartments and operated by international hotel chains. Information on housing in Jakarta can be found on web page <http://www.expatriate.or.id> The UNDSS in Indonesia are available to advice on housing issues. They are also required to undertake a MORSS inspection of the house. For Temporary Accommodation, the office has a list of recommended hotels and serviced apartments close to the office which can be shared before arrival.

Medical facilities

General medical facilities, clinics and hospitals are available in the city. Only major and serious illness/injury results in evacuation to Singapore. For less serious problems, there are some international clinics and hospitals such as SOS Medika Clinic, Siloam Hospitals, Pondok Indah Hospital and Sahid Sudirman Hospital; all have professional medical doctors offering primary health care, including pediatric care. They also have ambulance services. Malaria is not present in Jakarta but cases of dengue fever do occur. Indonesia is not part of the countries among UNMSD list which is considered as having inadequate medical facilities.

Education Institutions

There are many international schools in Jakarta; Jakarta International School (JIS) www.jisedu.org, American-style curriculum school in Indonesia and one of the best recognized globally.

The British school is mixed and curriculum is the International Baccalaureate. www.bis.or.id.

There is also a French-language school, Lycée Français, open to all nationalities. www.lifdejakarta.org

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 office has no systematic process of supporting spouse employment. However, there are a number of UN agencies (UNDP, WHO, FAO, UNESCO, UNFPA, WFP, UNIFEM etc.) and international NGOs operating in Jakarta offering occasional job opportunities. The UN Local Expatriate Spouse Association is starting to work in Jakarta with the support of the UNDP and the UN HR working group and is expected to help to link up spouses from different UN agencies.

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=cG9zdF9pbmN0X2d1aWQ9NEY4MTQ3NTA0NEVGMjQxMEUxMDAwMDAwOUU3MTBGMEYmY2FuZl90eXBIPUVVVA%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.