

Job Description

Job Title: Junior Professional Officer (JPO)- Population & Development and Gender Equality, ICS-8/ICS9, Kenya NAIROBI
Job ID: 1568
Location: Africa
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Background Information

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

This JPO position, funded by the Netherlands, is available in our country office in Nairobi, Kenya. We invite applicants who have the nationality of a country which appears on the list of eligible countries for the Netherlands JPO/JE/APO/AE Programme.

For minimum qualification requirements and the list of eligible countries, please consult the website of the Dutch Ministry of Foreign Affairs (http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

COUNTRY BACKGROUND INFORMATION

Kenya is located on the East Coast of Africa, with the Equator running almost straight through the middle of the country. Kenya shares borders with Somalia to the East, Uganda to the West, Tanzania to the South, Ethiopia to the North and Sudan to the Southwest. The country's area is 582,644 sq. km. With a 480 km. Long coastline with the Indian Ocean. The country's altitude ranges from sea level to 5,199 metres. Hence the climate varies from the humid temperatures of the Coast to the often cold and wet highland regions.

Kenya is easily accessed by both air and sea. All major airlines fly to Nairobi. UN Laissez Passer holders are issued with entry visas upon arrival. All other travelers except those from some Commonwealth countries and a few selected countries such as Ethiopia, are required to obtain a visa prior to commencing their journey to Kenya. Communication in the country is mainly by road. However some towns can be accessed by air and rail transport. Housing and other necessary facilities are available near the duty station. There is a large international community.

Organizational Setting

The UNFPA Representative and/or UNFPA Deputy Representative, and the JPO Focal Point at the UNFPA Headquarters for career development and administrative issues.

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.

Main Tasks & Responsibilities

Under the direct supervision and guidance of the UNFPA Representative/Deputy Representative and in collaboration with the Assistant Representative (PD & Gender), the Junior Professional Officer will assist the UNFPA Country Office in the formulation, implementation, monitoring and evaluation of the UNFPA Country Programme, Country Programme Action Plan (CPAP) and Annual Work Plans (AWPs) to ensure that the outputs are in the line with UNFPA's policies and procedures, and the United Nations Development Assistance Framework (UNDAF).

The JPO will be expected to provide specific inputs in Gender Equality component to various government agencies, NGOs, UN Agencies and other international organizations represented in Kenya with which UNFPA has established collaborative arrangements through the following assignments:

Assist in coordination Gender Equality programme components implementation through collaborative relationships with executing agencies, government counterparts, experts and UN agencies
Analyse and report on programme progress, identify constraints and provide recommendations for corrective action

Facilitate Social Cultural Studies and other research, surveys and dissemination of results for evidence based advocacy and policy dialogue in Gender Equality

Assist in creating, documenting and sharing of knowledge about current and emerging Gender Equality trends, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned and best practices

Support advocacy and resource mobilization strategy of the country office by compiling and synthesizing relevant background material for use in discussions and public events

Carry out any other responsibilities as may be assigned by the Representative/Deputy Representative, chiefly in area of Population and Development.

Qualifications and Experience

Postgraduate degree in social sciences or related fields with specialized knowledge in the field of Gender & Development.

Preferably 2 years of experience in Programme Management. Prior experience in developing countries is an asset.

Fluency in English. Knowledge of other working languages of the UN is an asset

Ability to write clearly and concisely

Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

Learning Elements

Upon completion of the assignment, the JPO will be able to:

Appraise and prepare project proposals addressing Gender Equality and related issues.

Manage and monitor projects within the Gender Equality component of the CPAP.

Undertake project budget preparations, revisions and rephasals

Write assessment reports on the progress of the project(s)' implementation

Organise and provide substantive inputs in project(s) review meetings

Adopt and be able to work as a team member in a multicultural setting

Understand and apply UNFPA's policies and procedures, and the United Nations Development Assistance Framework (CCA/UNDAF) principles.

Required Competencies

Valuing Diversity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviours to avoid stereotypical responses.

Working in Teams

Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursues achievement of common goals.

Integrity/ Commitment to the mandate

Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

Self and conflict management

Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.

Communicating information and ideas

Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.

Compensation and Benefits

The JPO contract is one year initially with the possibility to be extended up to three years.

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

Closing Statement**HOW TO APPLY**

Candidates must apply through the UNFPA's online application management system, E-Recruit. Please visit Current Vacancies at <https://erecruit.partneragencies.org/erecruit.html> and apply to the JPO opportunities you might be interested in.

The deadline for receiving applications is 14 May 2010 (5:00 p.m. New York time). Please note that all selected candidates must be available and prepared to take up duty preferably before or in September 2010 (not later than 31 December 2010)

Due to the large number of applicants we will only be able to respond to those candidates in whom UNFPA has a further interest.

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