

## Job Description

<b>Job Title:</b>	Junior Professional Officer (JPO) - Population & Development and Census Support, ICS-8/ICS-9, Asia-Pacific Regional Office (APRO) in Bangkok, Thailand
<b>Job ID:</b>	1571
<b>Location:</b>	Asia and Pacific
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### Background Information

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for university graduates 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 the UNFPA Asia-Pacific Regional Office (APRO) in Bangkok, Thailand. We invite applicants who have Dutch nationality or permanent residence status in the Netherlands; or applicants who have the nationality of another EU Member State. For minimum qualification requirements, please consult the website of the Dutch Ministry of Foreign Affairs ([http://www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)).

### COUNTRY BACKGROUND INFORMATION

The duty station will be Bangkok, Thailand with possible short trips to countries in the region. Bangkok is a highly developed modern city with excellent accommodation that includes single house, apartments etc. The cost of living in Bangkok perhaps compared to some of the other capital cities in Asia is relatively high but still low compared to the Europe and north America. Health facilities and services are among the best in Asia and often many people from various countries visit Bangkok for seeking medical services. Travel to and from Bangkok is easy as there are many daily flights connecting Bangkok with major cities in the world.

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### Organizational Setting

The incumbent will be under the overall supervision of the Deputy Regional Director, but will work directly with the Population and Development (PD) Technical Advisors Team on a day-to-day basis. At the UNFPA Headquarters level, the JPO Focal Point will provide support and guidance 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 Regional 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.

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### Main Tasks & Responsibilities

The UNFPA Junior Professional Officer (JPO)- P&D and Census Support, will be located in the Asia-Pacific Regional Office in Bangkok, Thailand. He/she will be engaged in the population and development programmes both at the regional level as well as in countries that will require overall support to their population and development programmes. This gives the incumbent an opportunity to acquire professional knowledge in population projects in developing countries.

Provide technical back-up support in the areas of population and development, and censuses and data to the PD Technical Advisors Team;

Conduct on-line research, carry out literature reviews, and prepare notes and research briefs on relevant subject areas;

Assist in developing country profiles based on the available data and analysis of trends in population and development areas;

Assist in documentation of lessons learned and good practices in population data collection, analysis and their use for policy and planning;

Assist in the preparation of presentations, learning materials and packages for workshops, regional meetings, etc.

Collect, analyze and synthesize information/data in the area of Population and development for use in monitoring progress of activities in the PD area; Provide technical and administrative support in organization of workshops, learning events and meetings in the relevant subject areas;

Assist in conducting assessments of capacity and strength of regional and national institutions working in PD area, and developing a list of institutions that can provide technical services to countries in the PD area on behalf of APRO.

Carry out any other duties as may be requested by the Deputy Regional Director or Regional Director

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### Qualifications and Experience

Masters degree in demography, statistics, economics, population studies or in a field directly related to the substantive areas identified in the title of the post.

Preferably 2 years of experience in the substantive areas of Population and Development and related area. Prior experience in developing countries is an asset.

Fluency in spoken and good writing skills in English is required.

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

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### Learning Elements

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

Appraise and prepare projects addressing population and development.

Write analytical reports on the relationship of population dynamics and development

Develop tools and monitor progress of country programmes in addressing PD issues.

Develop clear, evidenced based presentations on population dynamics, trends in population and reproductive health issues etc. to be used for workshops, seminars and high level advocacy efforts.

### 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.

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**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.

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**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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