

## Job Description

<b>Job Title:</b>	Junior Professional Officer ( JPO) – New Aid Environment – Advocacy/Resource mobilization, ICS-8/ICS-9, Nairobi, Kenya
<b>Job ID:</b>	1572
<b>Location:</b>	Africa
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

---

[Return to Previous Page](#)

[Switch to Internal View](#)

---

### 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 our country office in Nairobi, Kenya. 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

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.

### 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 guidance of the UNFPA Representative and/ UNFPA Deputy Representative, and in collaboration with the Assistant Representative, the JPO will be responsible for:

**Technical Advice:**

Assists in the reviewing of Population, Gender and Reproductive Health preparedness strategies  
 Assist in office contribution in implementing the new aid environment principles and UN collaboration, screening trends and the newest developments in this area in Kenya.  
 Contributes to preparation of position papers, briefs and notes on New Aid environment for related forums and special events of UNFPA concern

**Programme Management:**

- Assists in coordinating resource mobilization efforts
- Undertakes monitoring field visits to the targeted districts according agreed upon and coordinated plans
- Contributes to preparing/organization and participates in the APRs, MTRs and steering committee meetings and evaluations and assists in completion of the relevant reporting

**General:**

- Liaises between UNFPA Country Office and concerned national sub-programme and component project management on technical, financial and administrative matters in monitoring and evaluation efforts related to UN collaboration
- Keeps abreast with UNFPA policies, programmes and apply them to the given condition
- Keeps abreast with conceptual and methodological developments
- Ensures streamlining of UN reform and new aid environment principles.
- Participates in interagency theme or taskforces related to UN reform and new aid environment
- Assists in preparation of concerned reports to headquarters and performs any other functions in the field of UN reform and new aid environment.
- Assists in the other matters as may be requested by Representative.

-----  
**Qualifications and Experience**

- Postgraduate degree in social sciences or other related field. Specialized knowledge in the field of population and development issues is desirable.
- Preferably 2 years of experience in development programme / projects is desirable. Prior work abroad is an asset.
- Fluency in English. Knowledge of a second UN language 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 RH and related issues.
- Manage and monitor projects within the Reproductive Health component of the CPAP
- Undertake project budget preparations, revisions and re-phasals
- Write assessment reports on the progress of the project(s)' implementation
- Organize 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 and 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.

---

[Return to Previous Page](#)[Switch to Internal View](#)

---