



**JOB DESCRIPTION  
JUNIOR PROFESSIONAL OFFICER**

Post (IMIS) No.: **17736**  
Grade: **P-1**  
Post Title: **Programme Officer**  
Organization Unit: **Programme**  
Duty Station: **Bogota, Colombia**  
Duration of Appointment: **1-3 years**

**SUPERVISION:**

Direct supervision will be provided by the International Professional (IP) Child Protection Specialist (L3), Mr. Eduardo Gallardo, IMIS No. 9179. During his absence, supervision will be provided by the second reporting officer, the IP Deputy Representative, (P4), Ms. Antonella Scolamiero, IMIS No. 1293.

Supervision entails induction and intensive guidance on conceptual matters related to: analyzing the social and political context of the country; promoting child rights and assessing advances and constraints; programming with a results and rights- based approach; and adhering to UNICEF programme goals and strategies as well as UNICEF financial and management rules and regulations. Participation in meetings with key implementing partners will occur, especially during the first six months, together with the direct supervisor. An individual written work-plan will be established in consultation with both supervisors at the beginning of the contract period, with on-going discussions, quarterly follow- up meetings and an end-of-year written performance evaluation report.

**PURPOSE OF THE POST:**

The purpose of this post is to provide technical assistance at the professional level on UNICEF's child protection programmes in Colombia which aim to prevent and respond to violence, exploitation and abuse against children. Specific thematic themes will include: child labour; sexual abuse and exploitation of children; abuse, neglect and violence against children; and protection and social integration of disabled children and children in conflict with the law. While

providing this assistance, the realisation of the established functions will allow the incumbent to progressively acquire high level competences in: analyzing the situation of children; formulating and monitoring programmes and projects in the thematic areas of child protection in a context of inter-sectoral and multi-institutional cooperation; as well as to strengthen his/her foundational and functional competencies that will allow effective performance to fully develop professional knowledge and skills that will serve for future professional assignments in the area of Child Protection.

### **MAJOR DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS**

<b>%</b>	<b>Major Duties and Responsibilities</b>	<b>Output (Achievement) Expected</b>
15 %	Provides qualified inputs to the assessment and analysis of the Child Protection Area in the Country, with special regard to the compliance with children, adolescents and women's rights as established in the CRC and CEDAW. Provides qualified inputs to the monitoring and evaluation of the UNICEF Annual Work Plan in the area of Child Protection.	Office and external partners' capability to analyze children's situation strengthened in matters related to Protection, with a rights' perspective. AWP's results properly identified (specific, measurable, realistic and time-bounded). Achievements obtained with the contribution of the JPO, part of the Protection team's contribution.
15 %	Cooperate with the identification of training needs in order to ensure capacity building of key social actors as well as promotion, advocacy, design and organize training activities in regard to action for child protection. Provides technical assistance to Government and other partners in the design, preparation and monitoring of the adequate implementation and evaluation of actions related to strategies devoted to respond to the children protection. Assists in the development and/or introduction of new approaches, methods and practices in project management and evaluation.	Training needs of key social actors identified, in themes related to child protection. Consistent plans of action developed in Child Protection with emphasis on capacity-building. Government's and other UNICEF partners' capacities increased in project design and effective monitoring of effective plans of action against child labour, sexual abuse and exploitation of children, abuse, neglect and violence against children and in support of protection and social integration of disabled children and children in conflict with the law. Results achieved with the contribution of the JPO, within the Protection team's contribution.
25 %	Proposes for consideration of the Child Protection Specialist, the Deputy Representative and the Management Team of the office, adjustments in strategies and operational procedures affecting project implementation and management in the area. Undertakes field visits to monitor UNICEF programmes and projects and provides proper written and oral reports on the results of these visits	Reviews and adjustments made in AWP's strategies and activities through the utilization, by the UNICEF CO, of inputs provided by the JPO's reports obtained through field missions.

20 %	Prepares Inputs in ProMS in draft form for authorization and analyzes ProMS Reports as tools for Programme Budget monitoring. Prepares draft documents for disbursements of funds and monitors financial status of projects for action in different aspects of child protection. Reports to the first supervisor (Child Protection Specialist) and second supervisor (Deputy Representative) as required on programmatic and financial matters related to UNICEF cooperation. Monitors and supports timely and proper legalization of advances made to the Government and NGOs.	Financial contributions to the CO and CO's transactions in the area of Child Protection properly planned and monitored and CO financial inputs properly inserted in ProMS. Proofs of expenditures provided to UNICEF properly analyzed for liquidation. Results achieved with the contribution of the JPO, part of the Protection team's contribution.
10 %	As part of the Child Protection team, provide technical cooperation to develop appropriate communication, information and funding raising strategies to support and/or advocate for effective action against child labour, sexual abuse and exploitation of children, abuse, neglect and violence against children and in support of protection and social integration of disabled children and children in conflict with the law.	Effective communication and fund raising strategies and related products developed in support of UNICEF acting in Colombia in thematic areas related to Child Protection thanks to the contribution of the JPO as part of the Protection team and broad Office team.
10 %	Contributes towards the preparation of Country Office documents to be shared with UNICEF Regional and HQ offices as well as with external agencies and public, including Situation Analysis documents, Programme Planning Documents, Annual Report, Mid-Term and Programme Reviews, the Country Office Web-Page and Proposals for Funding and Reports to Donors. To this end, to cooperate with data compilation and analysis as well as with draft / writing of chapters and sections of these documents, specifically in regard to Child protection actions and policies.	As agreed with the supervisor, selected parts of Situation Analysis documents, AWP, Annual Report, Mid-Term and Programme Reviews, Country Office Web-Page, Proposals for Funding and Reports to Donors properly prepared by the JPO as draft in their Child Protection's components.
5%	Participates in coordination with Child Protection Specialist at the technical level in meetings with ministries' officers as well as with national and international agencies officers responsible for programme/project review, and follow-ups on implementation of recommendations and agreements.	Agreements and recommendations derived from dialogue with national partners will be consistent with UNICEF C/Programme objectives and duly monitored through the contribution of the JPO.

## **Qualifications and experience**

### **Education:**

University degree in social sciences or related fields.

### **Work experience:**

Preferably a minimum of 2 years working experience in development or humanitarian action cooperation

### **Language:**

Fluency in English and Spanish

### **Skills:**

Basic computer skills, good communications skills in written and oral English and Spanish

### **Competencies:**

Foundational competencies: commitment, drive for results, embracing diversity, integrity, self-awareness and self-regulation, and teamwork.

Functional competencies: communication, analytical and conceptual thinking, managing resources, flexibility.

Technical knowledge in the area of Social Sciences, with emphasis on development and/or humanitarian challenges related to international cooperation

## **Learning Elements**

### ***After the 3 year assignment, the JPO will be able to:***

- Smoothly and flexibly work in a multi-cultural context and as part of a team.
- Engage in respectful, assertive, constructive and action-oriented dialogue with other professional of diverse background and perspectives on social planning.
- Produce more precise and consistent written and oral communications on matters related to social development and humanitarian action.
- Undertake more precise and consistent analysis of children's situation as well as formulation and monitoring of programmes and projects addressing the upholding of child rights, particularly in the themes of child protection.

The learning programme, which will include specific aims and objectives, will be finalized within the first two months of the assignment. The plan will address how the learning process will be conducted; how it will be supervised and what its output will be. This will be done jointly by the supervisor and the JPO as it may not be useful for the office to be prescriptive. Experience shows that some JPOs prefer to do their own proposals while others require more guidance. It is essential to finalise the learning plan at the onset of the assignment.

## Key Learning Avenues

Through specialized guidance provided by supervisors, combined with on-the job training and experience, the JPO will be achieve the following main learning goals over the 2/3-year period:

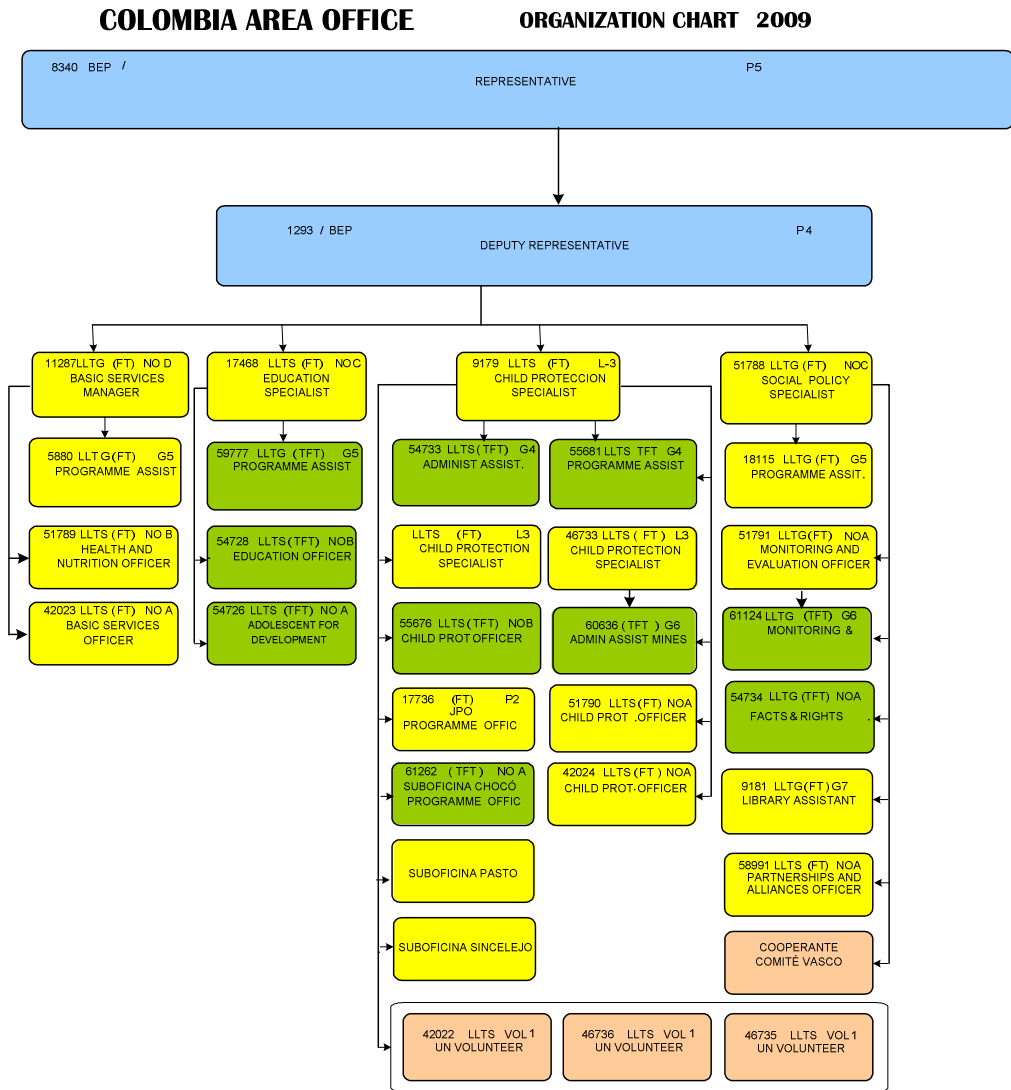
- Understand the overall UNICEF Child Protection strategy and programme as well as its linkages to other programme areas.
- Understand the Child Protection policies of the Government of Colombia and its linkages with the UNICEF strategies and programme goals.
- Learn UNICEF programmes for response in emergency situations.
- Participate in office-wide trainings on programme planning and management as well as possibilities for further strengthening of individual skills in project management, communication, writing and presentation skills.
- Have hands-on experience working with Government, NGO and other partners in planning and implementation of Child Protection projects.
- Undertake individual specific learning in areas as identified by the incumbent besides the standard JPO orientation, using JPO training funds.
- Participate in the Mid -Term Review.

The JPO will have access to the UNICEF intranet website for reference and learning, and the required guidance will be provided for maximum benefit.

The JPO will be expected to read widely throughout his/her stay at the duty station. Initial readings will focus on key policy and situation analysis documents, as well as information relating to the duty station; UNICEF documents relating to programmes and Child Protection in particular, including rules and regulations of the organization; related literature on programming as well as emerging issues of personal interest in the Child Protection area. As such, the JPO will be able to combine professional interests with personal preferences.

The duration of the JPO assignment will allow him/her to participate in at least one annual programme cycle with the UNICEF office. The JPO will learn, through the participation in planning and evaluation meetings both within UNICEF, with the Government and with implementing partners, how decisions are made and how the implementation may not go according to plans. This will offer an opportunity to debate issues of development. The JPO will be trained on the use of UNICEF's results-based programme management system (ProMS) as well as the new simplified results structure and integrated information system (VISION).

**Background information**



**Programme Outline/History:**

With an annual throughput of approximately US\$ 13 million, the 2008-2012 country programme in Colombia, developed using a rights approach and results-based management framework, has four components: child survival and development; quality education, adolescent development and prevention of HIV/AIDS; protection and humanitarian action; and evidence-based public policies. The protection/violence subcomponent provides technical assistance to

strengthen national and local capacity to protect children and adolescents from violence, exploitation and abuse, in accordance with national policies, plans and programmes and the Child and Adolescent Code, and in line with the recommendations of the United Nations Secretary-General's Study on Violence against Children.

### **Living Conditions and Working Environment:**

The JPO is an office-based post located in Bogotá, with frequent travel within the country (including armed conflict areas). Bogotá is the most populous city in the country, with an estimated 7.3 million inhabitants (as of 2009), and its altitude (2,640 metres) makes it the third-highest capital city in the world, after La Paz and Quito. With its many universities and libraries, Bogotá has become known as "The Athens of South America". The living conditions in Bogotá are overall very good with excellent housing facilities, a variety of international schools and very good medical services.

Bogotá has a Subtropical Highland climate with an average temperature of 14.0 °C (57 °F). Dry and rainy seasons alternate throughout the year. The driest months are December, January, February and March.

In 2009, the UN presence in Colombia included 22 UN agencies implementing Country programmes and projects. In total, 1,766 staff members were working in the entire country, of which 10% were international staff.

### **Safety and Security:**

The security situation in Colombia requires special care by UN staff travelling to the country and security awareness is recommended at all times. Staff movements and missions to/within the country are subject to clearance by the Designated Official. Road & river movements are restricted to day-light (06.00/18.00).

Over the last years, the safety and security situation has improved in Bogotá, which is currently in security Phase One, whereas other areas of the country, more directly affected by the situation of armed conflict, are in Phase Two and Three.

Movements between the departments are authorized only by air, except for missions conducted by road due to operational reasons. In certain regions, the security situation remains volatile, hence, specific and more restrictive security measures apply. External UN and UN-led missions and newly assigned UN Staff are requested to contact the CSA Office for security briefing upon arrival, and contact the 24/7 Security Operations Center to confirm contact details, lodging, and transportation, and receive the latest update on security situation.

In-country field missions are coordinated in advance through the UNDSS Office and with mandatory security briefings prior to travel. UN missions in Colombia are conducted with country MOSS requirements according to destination and transportation selected; official vehicles are mandatory for road missions (in the cities it is highly recommended to use only

official vehicles or formal taxi services).

The designated JPO will be requested to complete the Basic & Advanced Security computer-based courses prior to arriving to Colombia. The JPO will be supported by the UNICEF Country Office staff as well as by the UN Department of Safety and Security (UNDSS) team working in Colombia throughout his/her stay in Colombia. **All travel within the country (both work-related and personal) will be subject to security clearance and will be monitored by UNDSS.**