

# Advertisement



Junior Professional Officer

Emergency Officer

Organisation: UNICEF

Closing date: 2 March 2026,  
11:55 PM (Ethiopia time)

## I General information

<b>Title:</b>	Emergency Officer
<b>Sector of Assignment:</b>	Field Operations
<b>Country:</b>	Ethiopia
<b>Location (City):</b>	Addis Ababa
<b>Agency:</b>	UNICEF
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum of 3 years
<b>Grade:</b>	P2 step 1 in the first year

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 the **PEOPLE WITH THE NATIONALITY OF ONE OF THE FOLLOWING ELIGIBLE COUNTRIES. Excluding Ethiopia, due to the restriction that nationals of the country where the position is located cannot be considered.**

[eligible-countries-DC-JPOs.pdf](#)

For the minimum qualification requirements see the website of Nedworc Foundation:  
[Junior Professional Officer Programme - Nedworc Foundation](#)

**The maximum age limit is 32 years as of 31 December of the year of application.**

Please read the selection criteria and FAQ section carefully before considering applying

## II Duties and Responsibilities

Under the supervision of the Chief of Field Operations, the Emergency Officer JPO supports the timely and effective delivery of emergency assistance to children and affected communities. The role focuses on responding to crises such as natural disasters, conflicts, and disease outbreaks. The JPO coordinates public health-related emergency responses with UNICEF Ethiopia sections and partners, enhancing preparedness, anticipation, and response capacity. The emergency officer develops and strengthens emergency preparedness and contingency plans, conducts risk assessments to identify and mitigate potential threats, and ensures interventions are well-coordinated and efficient. He/She is responsible for monitoring that evolving emergency situations, collecting data on affected populations' needs, and supporting resource mobilization—both financial and logistical—are key responsibilities. Overall, the JPO contributes to planning, coordination, monitoring, reporting, and capacity building in emergencies, strengthening UNICEF's ability to deliver life-saving assistance.

Responsibilities (summary of duties/tasks)

### 1) Emergency Planning and Preparedness

Duties/Tasks:

- Support the development and implementation of public health emergency preparedness plans at national and subnational levels.
- Conduct risk assessments, including disease outbreaks, to anticipate future health crises and develop contingency plans.
- Collaborate with government health authorities and partners to ensure that health systems are ready to respond to public health emergencies, with a focus on vulnerable children and women.

## 2) Crisis Response and Coordination

Duties/Tasks:

- Coordinate UNICEF’s response to public health emergencies in collaboration with other sections and partners, including government ministries, WHO, and NGOs.
- Ensure that public health emergency interventions are aligned with broader emergency response efforts, avoiding duplication and maximizing impact.
- Lead and participate in joint assessments and response teams, ensuring timely and effective delivery of life-saving interventions such as immunizations, disease control, and health services.

## 3) Monitoring, Reporting, and Accountability

Duties/Tasks:

- Monitor public health emergency situations and collect data on affected populations, including tracking the spread of disease outbreaks and the health needs of displaced people.
- Prepare and contribute to timely situation reports and ensure regular updates on public health emergency responses are provided to UNICEF management and partners.
- Ensure accountability by maintaining accurate records of interventions, funding, and outcomes, and by engaging with affected communities to gather feedback on the quality and effectiveness of the response.

## 4) Innovation, Knowledge Management, and Capacity Building

Duties/Tasks:

- Support the integration of innovative approaches in public health emergency responses, such as the use of digital platforms for disease surveillance and real-time data collection.
- Facilitate the documentation and sharing of lessons learned from public health emergencies, contributing to knowledge management across UNICEF and its partners.
- Lead capacity-building initiatives for local health authorities and community health workers to enhance their ability to respond effectively to public health emergencies

### III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Acquire experience in Humanitarian Action which significantly increases future career opportunities within UNICEF and the UN system
- Gain Technical and strategic skills in a complex humanitarian environment
- Acquire relevant experience in a UN system agency

The JPO training programme includes the following learning elements:

- JPO Orientation Programme – Designed to strengthen professional skills and foster personal insights into performance and collaboration, while building a solid understanding of how the organization functions and delivers its work worldwide.
- Guidance and advice within the field of expertise.

- JPO Coaching & Mentoring Programme – Tailored to individual needs, providing insights into organizational culture alongside targeted training opportunities and dedicated support.
- Stretch Assignments – Short-term opportunities that go beyond the current job description, enabling staff to develop new skills and gain experience in a different duty station, division, or section.
- Career Transition Programme tailored to support the JPOs in their final year with their future career aspirations.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for internal/external learning activities related to the assignment and career development.

#### **IV Supervision**

**Title of supervisor:** Chief of Field Operations

##### **Content and methodology of supervision**

The direct supervisor for this role has over 10 years of experience managing professionals, including young professionals, at various stages of their careers. He or she will provide daily supervision to the JPO, offering guidance, coaching, and on-the-job training as needed. This support will foster both personal and professional growth, enabling the JPO to succeed in the role. In line with UNICEF procedures, the supervisor and supervisee will hold ongoing performance discussions whereby the supervisor will provide ongoing constructive feedback, and the staff member's performance will be formally evaluated by the supervisor at the end of each year.

#### **V Required Qualifications and Experience**

**Age limit:** The maximum age limit is 32 years as of 31 December of the year of application.

##### **Education:**

Master's degree or equivalent in public health or related field, international relation or humanitarian affairs, disaster management, social sciences, or another related fields.

\*In exceptional cases, candidates with a Bachelor's degree plus a minimum of 4 years of relevant working experience can be considered.

Substantive parts of the candidates' academic training (Bachelor and/or Master) must have taken place in a developing country that appears on the list of eligible countries.

[eligible-countries-DC-JPOs.pdf](#)

##### **Working experience:**

A minimum of 2 years of relevant working experience with a Master's degree, or a minimum of 4 years with a Bachelor's degree, *in one or more of the following areas is required.*

- Experience in humanitarian or emergency management
- Experience in emergency setting and interagency coordination.
- Experience working with humanitarian actors.
- Experience should be obtained in developing countries.

##### **Desirables:**

- *Relevant experience in a UN system agency or organization is considered as an asset.*
- *Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.*

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining bachelor's degree will/can be considered.

**Languages** : Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

#### **Key competencies**

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

#### **VI Background information on Agency/Department/Section**

Ethiopia is facing severe challenges due to ongoing armed conflict, violence, climate shocks, disease outbreaks, and large-scale displacements, leaving 21.4 million people in need of humanitarian assistance, including 16.7 million children and women and nearly 4.5 million displaced individuals. In addition, Ethiopia hosts over 1 million refugees and asylum seekers.

UNICEF's humanitarian action is focus on mitigating risks and vulnerabilities across communities, with special attention to displaced, returnee, refugee, and host populations. Key areas of focus will include emergency preparedness, localization, integrated programming, and accountability to affected populations.

The Junior Professional Officer (JPO) would play a crucial role in supporting these efforts. By contributing directly to emergency response and public health interventions, the JPO will enhance the government's capacity to address public health emergencies at the national level. Their work will be pivotal in bridging gaps in preparedness and response, helping to build resilience among the most vulnerable populations. The JPO's contribution will be invaluable in ensuring that UNICEF's humanitarian and development initiatives are effectively implemented, making a lasting impact on the lives of millions.

The JPO position offers an exceptional learning opportunity and capacity building. By joining a team of experienced professionals in emergency management, the JPO will benefit from personalized guidance, allowing them to develop technical and strategic skills in a complex humanitarian environment. They will be exposed to real emergency situations, providing them with hands-on experience in crisis response, intersectoral coordination, and humanitarian project management. This experience will not only enhance their knowledge but also enable them to make a meaningful contribution to UNICEF's efforts in Ethiopia.

#### **VII Information on living conditions at Duty Station**

Ethiopia is a landlocked country in East Africa bordering Somalia, Eritrea, Sudan, Djibouti and Kenya. It has a population of over 112.1 million and covers an area of almost 1.104 million km<sup>2</sup>. The capital Addis Ababa was officiated in 1886, and its name was given by Empress Taytu, consort of Menelik II, meaning "New Flower". Ethiopia is mountainous with desert lowlands to the

northeast and southeast and has been landlocked since Eritrea, bordering the Red Sea, gained its independence in 1993. Addis Ababa is the seat of the UNECA, African Union as well as many Regional and International Organizations.

The Security Level of the new eight Security Risk Management Areas of Ethiopia are categorized by the Country's United Nations Security Management System as Addis Ababa - Low (2). However, opportunistic crime is particularly prevalent in Addis Ababa. UN personnel and visitors are advised to exercise caution against pickpocketing, theft, and robbery, and to avoid walking alone at any time. UN staff should also be aware of scammers who often wait outside hotels, approaching visitors as they exit and claiming to be off-duty hotel employees offering various services. It is best to avoid engaging with them.

The UN Department of Safety and Security (UNDSS) recommends using taxi services arranged by hotels and advises against using other taxi or bus services due to frequent scams and robberies. Specifically, travelers should avoid taking taxis at Addis Ababa Bole Airport; instead, opt for marked hotel shuttle services, ensuring they are verified by hotel reception.

Civil unrest is a persistent threat throughout the country, with incidents capable of escalating quickly and involving large crowds. The government may shut down mobile networks and data services during protests. UN personnel and visitors are advised to remain in their hotels during such communications breakdowns and to wait for support from UNDSS.

Different types of long-term accommodation are available in Addis Ababa: standalone houses, houses or cottages in gated compounds, and apartments. These could be furnished and/or fully serviced, or unfurnished. A UNICEF "Guide for Newcomers" provides listings of convenient temporary housing options, as well as guidance and links for finding permanent accommodation. All foreign nationals coming to Ethiopia on UNICEF business are to stay in a UNDSS cleared hotel. Ask your HR/operations focal point about special UNICEF rates per night (VAT is not included in the quoted prices) and to help you to secure a UNDSS cleared hotel.

Prior to moving into the house or apartment, it is mandatory that UNDSS undertakes an inspection and potentially makes recommendations for additional facilities required to ensure the accommodation is "Minimum Operating Residential Security Standards (MORSS)" compliant.

Most children of international staff attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask respective embassy in Addis Ababa which schools is preferable depends on own standards.

Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.

## **VIII How to apply**

Applicants can apply through the UNICEF employment page: <http://jobs.unicef.org/cw/en-us/job/589340?!ApplicationSubSourceID=>

**Closing date: 2 March 2026, 11:55 PM (Ethiopia Time)**

Candidates are requested to fill the application form and attach supporting documents such as:

- o CV
- o Cover Letter
- o Educational Degrees
- o Previous performance evaluations

Candidates should not have previously held a JPO position.

Applicants will receive acknowledgement of receipt of their submission  
Only shortlisted candidates will be contacted.