



**UNITED NATIONS CHILDREN'S FUND
JPO Request Form**



Training and Learning Plan

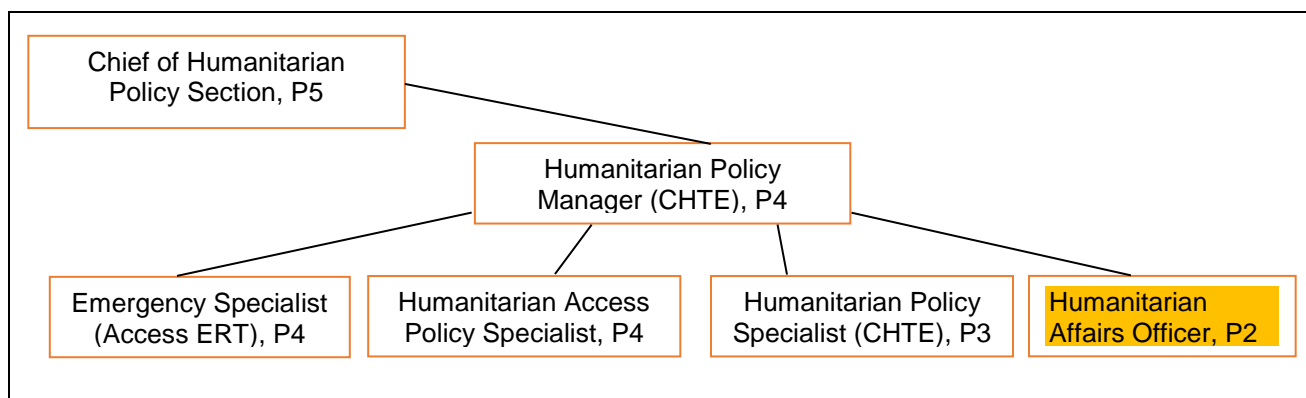
- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

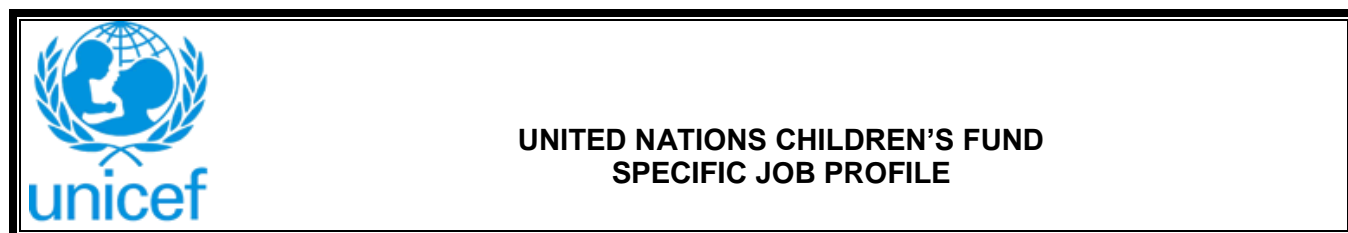
- ✓ Emergency programmes;
- ✓ Development of policy strategies, implementation guidelines, trainings in the field of humanitarian access, engagement with non-state armed groups, civil-military coordination, counter-terrorism and sanctions.

Career outlook for this position depends on the profile of the candidate but may include UN retention or Non-UN engagement in humanitarian policy or operations

Reporting line of the JPO



You may use the GJP or use the Specific JD for the below sections



I. Post Information	
Job Title: Humanitarian Affairs Officer Supervisor Title/ Level: Humanitarian Policy Manager, P4 (Post No. 15134) Organizational Unit: Humanitarian Policy Section, Office of Emergency Programmes Post Location: New York (HQ)	Job Level: P2 Job Profile No.: Job Classification Level:
II. Strategic Office Context and purpose for the job	
<p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.</p>	

Strategic office context:

UNICEF Humanitarian Policy Section (HPS) in the Office for Emergency Programmes (EMOPS) is seeking donor support for the funding of a JPO position for 2023-2024 that will provide critical support for strengthening UNICEF capacity to respond in a principled manner and to stay and deliver in complex and high threat environments (CHTE). The JPO will support EMOPS/HPS's ability to provide global leadership, guidance and support on emerging policy and operational issues in complex and high threat environments, to fulfil the new Core Commitments for Children in Humanitarian Action (CCCs), and implement the recommendations of the Humanitarian Review and evaluations on CHTE to stay and deliver for children in hardest to reach areas.

Job organizational context:

The Humanitarian Policy Section (HPS) provides policy advice, guidance and support to UNICEF headquarter divisions, and regional and country offices to ensure that key humanitarian policy issues are reflected in programme implementation, as well as in UNICEF advocacy, inter-governmental and inter-agency engagement, in line with the UNICEF Core Commitments for Children in Humanitarian Action (CCCs). Within HPS, the team focussing on Complex and High Threat Environments (CHTE) empowers UNICEF and partners to manage high levels of risk and overcome constraints to ensure quality and principled operations in emergency settings. The team develops policies, processes, guidance, tools, and learning opportunities for field operators; engages directly in advocacy; seeks to capture and facilitate the incorporation of good practice from the field; and provides direct technical support. Areas of work include the development and roll-out of the UNICEF Access Framework; support to develop country-specific access strategies; and advocacy and advice related to engagement with non-state armed groups and entities, humanitarian principles, implementation of the Programme Criticality Framework, civil-military coordination, and mitigating the negative impact of sanctions and counterterrorism measures on children.

Under direct supervisor of [Humanitarian Policy Manager on Complex and High Threat Environments \(P4\)](#), in close collaboration with and guidance from the [Chief of Humanitarian Policy Section \(P5\)](#), the JPO will be part of the core team of the Humanitarian Policy Section and will work also with the other EMOPS Sections in New York and Geneva. She/he will be included in all team and bilateral systems of management, supervision, bilateral guidance, and support meetings. Being based in UNICEF New York Headquarters, the JPO will also have the opportunity to work closely with other UNICEF Divisions/Offices and colleagues from other organizations engaged in humanitarian action.

Purpose for the job:

The JPO will be responsible for the following key functions/accountabilities: Develop policy/guidance on application of Humanitarian Principles and international legal and normative frameworks in humanitarian action, with a focus on Complex and High Threat Environments; contribute to the development of trainings, lessons learned, best practices, and performance benchmarking and evaluation; supporting the HPS team in providing technical assistance to country and regional offices dealing with humanitarian crises in complex high threat environments.

III. Key functions, accountabilities and related duties/tasks:

1. Support the analysis and review of humanitarian action undertaken in regions and countries, supporting UNICEF responses in complex emergencies and natural disasters as they occur and coordinating HQ support to these countries. Keep supervisor informed of all critical situations and decisions for action.
2. Contribute to the overall implementation of the Humanitarian Policy Section work plan.

3. Support participation, as well as participate as requested in the different inter-agency fora and coordination structures in the key areas identified, including drafting rapporteur/minutes for follow up action and liaise with partners on key humanitarian issues.
4. Provide research assistance (incl. field documentation) and support for the drafting of briefing notes and for the development and application of existing and emerging humanitarian policies and associated strategic guidance, such as on humanitarian principles and humanitarian access, the UN Programme Criticality Framework, engagement with non-state entities, risk management, and humanitarian advocacy.
5. Contribute to knowledge management for strengthened humanitarian action, track new external policy and evaluative works from selected key sources, drafting syntheses of these for web-based resources and other dissemination; develop dissemination materials on emerging policy guidance; contributing to general updating and further development of humanitarian policy web-based resources.
6. Support development of reports and briefs, as well as substantive content creation for Humanitarian Access Trainings and the Humanitarian Leadership Workshop (HLW) Complex, High Threat Environments.
7. Support provision of technical assistance to regional and country offices dealing with complex and high threat humanitarian crises, through remote support and field missions in UNICEF emergency programme countries including Level 2 and Level 3 emergencies.
8. Other tasks as requested by the supervisor.

IV. Impact of Results

The efficient and effective technical, administrative and operational support provided to the Humanitarian Policy Section on complex and high threat environments will directly impact on the ability of UNICEF and its partners to stay and deliver in complex and high threat environments in order to fulfil the Core Commitments for Children in Humanitarian Action, notably for children in the hardest to reach areas.

V. Competencies and level of proficiency required

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drives to achieve impactful results (1) • Manages ambiguity and complexity (1) 	<p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • Persuading and influencing (1) • Applying technical expertise (2) • Learning and researching (2) • Planning and organizing (2) • Adapting and responding to change (level 2) • Coping with pressure and setbacks (level 2) <p><u>Other competencies</u></p> <ul style="list-style-type: none"> • <i>Knowledge and understanding of humanitarian policy and related international law</i> • <i>Understanding, familiarity and interest in humanitarian crises and response</i> • <i>Familiarity of UN structures and mechanisms</i> • <i>Understanding of policy, advocacy, and ability to think strategically</i> • <i>Strong writing skills in English</i> • <i>Strong analytical skills</i> • <i>Ability to take initiative and work independently</i> • <i>Flexibility and ability to adapt to changing requirements under short notice</i> • <i>Good knowledge of computer management and application.</i>
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VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required international relations, international law, social sciences, humanitarian assistance or another relevant technical field.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: international relations, international law, social sciences, humanitarian assistance or another related area. Training/experience in emergency response management highly desirable. Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language is considered as an asset.