



Junior Professional Officer (JPO) at P2 level, Field Support Officer, Jordan

I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States sponsors qualified U.S. citizens for employment in the United Nations Children's Fund (UNICEF) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the capacity of UNICEF country and regional offices dealing with humanitarian crises. They further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions within the UN System, and in other international and non-governmental organizations.

You must be a U.S. citizen to apply.

Application Deadline:
July 29, 2022, 5:00 p.m. EDT

Application instructions below in
Section VII.

II. General Information

Title: Field Support Officer

Organization/Office: Jordan Country Office, Humanitarian Unit

Duty Station: Jordan

Date Required: As soon as possible

Duration: 1 year (with possible extension for another year)

Title of Supervisor: Field Support Specialist, P3

Under the close supervision of the Field Support Specialist, the incumbent contributes to the effective coordination and implementation of UNICEF's operations within refugee camps in Jordan. Specifically, the position holder will focus on knowledge management, coordination, accountability to affected populations, and support with evidence generation that informs program strategy and advocacy.

Training and Learning Plan:

- Participation in a one-week JPO Induction Program 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 counseling and career transition programs;
- Encourage field mission and/or stretch assignment during the 2nd year

III. Duties, Responsibilities, and Output Expectations

Summary of key functions:

- Coordination with key camp stakeholders
 - Establish effective working relations with other humanitarian partners and relevant government counterparts, ensuring smooth coordination and implementation of programs in camps.
 - Represent UNICEF in meetings with key partners and stakeholders.
- Support to programme implementation in camps
 - Support the coordination, implementation and review of UNICEF's programs in camps and surrounding communities, including promoting cross-sectoral coordination and inter-agency collaboration.
 - Undertake any special assignments required by the management in relation to quick assessments, in-depth analyses, coordination with key stakeholders, reporting, associated with field interventions.
- Promotion of refugee participation
 - Ensure harmonized mechanisms are in place to support effective accountability to beneficiaries.
 - Ensure mechanisms are in place for effective and meaningful refugee participation within UNICEF programs and at the camp level, with a specific focus on children and youth participation.
- Knowledge management, fundraising and advocacy
 - Support the coordination of donor, media and other visits to camps, and the provision of up-to-date briefings on UNICEF's activities.
 - Contribute to the development of information briefs, knowledge management products and communication materials pertaining to UNICEF's operations in camps.
 - Contribute to the identification of core advocacy concerns in the camps.
 - Document all key camp meetings and ensure action points are followed up on in coordination with sections;
 - Contribute in producing relevant fact sheets, briefing notes and position papers on UNICEF's operations in the camps;
 - Compile, document and contribute to the dissemination of lessons learnt pertaining to UNICEF's operations in camps.

Impact of Results:

- I. Effective analysis of available data regarding the evolving situation of children in camps and its implications to the operation are timely provided. Supports constant flow of information and communication crucial for the planning and implementation of UNICEF's camp response.

2. Professional support is provided to establish facts and needs, coordinate assessments, and determine priorities and appropriate interventions by UNICEF.
3. Effective coordination with camp stakeholders and adequate monitoring support timely and cost efficient programme delivery in camps.
4. Substantive inputs are provided in the implementation and review of the UNICEF camp strategy, and in the mobilization of donor funding.
5. Lessons learnt from UNICEF's camp operations experience are collected and analyzed for adoption of best practices and standards. Longer-term requirements.

IV. Eligibility

- Education:** University degree in one of the following fields: social sciences, public administration, law, public health, nutrition, international relations, business administration or other related disciplines.
- Experience:** Two years of relevant professional work experience at the national or international level in program/project development, planning, implementation, monitoring, evaluation, or administration. Field work experience is highly desirable.
- Languages:** Oral and written proficiency in English is required. Knowledge of another official UN language or a local language is an asset.

Competency Profile

- **Core Values**
 - Commitment
 - Diversity and inclusion
 - Integrity
- **Core Competencies**
 - Communication (II)
 - Working with people (II)
 - Drive for results (II)
- **Functional Competencies:**
 - Persuading and Influencing [II]
 - Applying Technical Expertise [II]
 - Planning and Organizing [II]
 - Adapting and Responding to Change [II]
 - Coping with Pressure and Setbacks [II]

V. Background Information



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.

According to the UNHCR, there are over 650,000 Syrian refugees registered in the country, 52% of whom are children. Around 20% of all registered Syrian refugees live in four refugee camps located close to the Syrian border: Zaatari, Azraq, King Abdullah and Emirati Jordanian Camps. UNICEF has been on the ground in the camps since they were established, leading the provision of Water, Sanitation and Hygiene (WASH) and Education services as well as being an active member of the protection and health and nutrition sectors. UNICEF's 'most likely' planning scenario involves Syrian refugee camps in Jordan continuing to host approximately 150,000 refugees. In this scenario, UNICEF would retain the accountability to ensure that children living in these camps — more than half of the population — are able to realize their rights to survival, protection and development. With the crisis entering its ninth year, there is a need to ensure the continued realization of these rights through the forecasted drawdown in international attention and funding, with a focus on sustainable, community-managed and cost-efficient programming approaches, as well as improved evidence generation and knowledge management. The needs and vulnerabilities of Syrian refugees have been further exacerbated by the COVID-19 crisis and its secondary impacts. This is particularly true in refugee camps where congested living conditions coupled with movement restrictions and limited livelihood opportunities are placing refugees at greater risk. Children are bearing the brunt of secondary impacts, with increased violence in the household and negative coping strategies such as child marriage and child labour. Access to education, health and other services have also seen regular disruptions. Continuous monitoring of the situation of children in the camps, along with an ongoing analysis of the situation in Syria, also needs to inform longer-term strategies for effective support to refugees.

VI. Application Instructions



The JPO Program selection process is carried out jointly by USAID/BHA and UNICEF. **You must be a U.S. Citizen to apply.** To apply please send

1. completed UN Personal History Statement (PII) (see link below),
 2. resume (CV) and;
 3. cover letter to explain your interest in this position
- to BHA.JPOCoordinator@usaid.gov . Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete PII for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only. [You can find the PII form at BHA job website.](#)
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered;
- Application deadline: **Friday, July 29, 2022, 5:00 PM Eastern Time**
- For more information please consult the Frequently Asked Questions–
https://bhajobs.net/files/resources/FAQ_JPO.pdf