



Junior Professional Officer (JPO) at P2 level, Emergency Officer, Panama

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.

II. General Information

Title: Emergency Officer (JPO)

Organization/Office: UNICEF Panama Country Office

Duty Station: Panama City

Date Required: As soon as possible

Duration: Two years

Title of Supervisor: Chief Field Operations/Senior Emergency Specialist

Under the supervision of and in regular consultation with the supervisor, implement country office emergency preparedness and response. Responsible for the technical contribution to the development, planning, implementation, monitoring and evaluation of the emergency interventions to advance the survival and well-being of children and mothers and affected communities in an emergency situation.

III. Duties, Responsibilities, and Output Expectations

Key End-Results

1. Timely and thorough analysis is made to identify emergency-prone situations and contribute to early warning and enhancing emergency preparedness.
2. Emergency preparedness and response plans addresses gender issues that may be expected to intensify during emergencies.
3. Substantive professional contributions are made to the formulation of emergency plans of action, contingency plans, and monitoring of compliance with plans of action.
4. Effective analysis of available data regarding the evolving emergency situation and its implications to the operation are timely provided. Supports constant flow of information and

communication crucial for the planning and implementation of emergencies responses.

5. Staff training in emergencies preparedness and response is effectively supported to enhance the emergency preparedness and response capability of the office.
6. In the event of an emergency, prompt support is provided to execute the initial operational tasks by collecting accurate information on the nature and scope of the emergency, ensuring effective telecommunications facility and staff security assistance, and promptly reporting the status as required.
7. Professional support is provided to establish facts and needs, coordinate a rapid assessment, and determine priorities and an appropriate intervention by UNICEF.
8. Timely delivery of assistance and supplies is maintained, urgent staffing requirements are identified, and the appropriate and effective use of UNICEF resources is monitored for effective project delivery.
9. Substantive input and assistance are provided in the implementation of emergency plans of a action, workplans, emergency appeals, and in the mobilization of donor response and recovery/rehabilitation-related funding
10. Lessons learnt from UNICEF's emergency operations experience are collected and analysed for adoption of the best practices and standards for longer-term emergency interventions. Longer term requirements of the emergency operation/interventions are effectively identified
11. Ensures that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Sectoral input is provided for all related documents of the office's Emergency Preparedness and Response, as well as for the Situation Analysis and the Country Programme Document.

Summary of Key Functions:

- **Emergency Preparedness**

1. Provides professional assistance in risk analysis to identify emergency-prone conditions/situations and contribute to early warning and timely emergency preparedness.
2. Assists in the formulation of plans of action in preparation and response to emergencies. Gathers information on best practices in emergency situations for the preparation of contingency plans. Monitors compliance of all sectors with emergency plans of action.
3. Identifies formal and informal sources of information. Collects, interprets and analyses all available data on the evolving emergency situation and its implications to the emergency operation. Keeps the effective flow of information and communication crucial for the planning and implementation of emergency measures. Identifies availability of resources in emergency prone areas.
4. Assists in organizing and conducting staff training for the office's capacity building in emergencies preparedness and response. Provides briefing, as required. Participates in

other emergency training workshops in the region, and contributes to enhancement of the emergency preparedness and response capability of the office staff.

- **Emergency Response**

1. In the event of an emergency, promptly assists in implementing the initial operational tasks relating to emergency assistance. Immediately collects reliable information to verify the nature and extend of the emergency with staff, government officials, other UN agencies or local organizations and media. Follows up to ensure that the office is provided with effective telecommunications facility and staff security assistance in an emergency, as necessary. Contacts with all UNICEF staff and their dependants and visitors to ensure their safety and whereabouts, and promptly informs head of office, supervisor and other emergency staff of their status as required.
2. Assists supervisor with assessment of local emergency and security situation. Visits the location to conduct an initial rough assessment of the magnitude of the crisis and its implications for children, mothers and the community. Assists with the assessment of the validity of the emergency preparedness plan and ability of the office vis-à-vis the current crisis as well as immediate and additional needs. Provides input in and contributes toward determining priorities and an appropriate intervention by UNICEF. Coordinates with other partners to make a rapid assessment covering priority areas as defined by the Core Commitment for Children in Emergencies. Establishes contact with community groups, government, UN agencies, media and other partners to keep the country office of emergency situations.
3. Participates in Implementing the emergency preparedness and response plan as necessary. Assists in identifying urgent staffing requirements and redeploying country office staff. Follows up with the timely delivery of assistance and procurement of supplies, and monitors the appropriate and effective use of UNICEF resources. Identifies problems and constraints in project delivery. Sends daily situation reports to concerned parties.

- **Emergency Project**

1. Participates in the implementation of plans of action and workplans for emergency projects. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Carries out project administration. Prepares inputs for appeals and updates related to emergencies. Coordinates with program sections staff and others to mobilize donor response and recovery/rehabilitation-related funding, including humanitarian appeals and documents (e.g., pitch documents). Communicates

and advocates on the situation and needs of children through local and international media, as appropriate.

2. Collects and analyses lessons learnt from UNICEF's emergency operations experience and contributes towards adoption of the best practices and standards for longer-term emergency interventions. Assists in identifying longer-term requirements of the emergency intervention/operations.
3. Works with other colleagues to make sure that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Assists in the preparation of sectoral input for the country programme documents, plan of action, annual work plans, and other related documents of the office's Emergency Preparedness and Response. Provides technical input in the preparation of the Situation Analysis and the Country Programme document, as required.

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:** At least two years of relevant professional work experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation or administration. Developing country work experience or field work experience. Training/experience in emergency response management is highly desirable.
- Languages:** Fluency in English and Spanish is required

V. Competency Profile

For details on competencies please refer to the "UNICEF Professional Competency" at https://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

- *Core Values (Required):*
 - Commitment
 - Diversity and inclusion
 - Integrity
- *Core Competencies (Required)*
 - Communication [II]
 - Working with people [II]
 - Drive for Results [II]
- *Functional Competencies (Required)*
 - Persuading and Influencing [II]



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- Applying Technical Expertise [II]
- Planning and Organizing [I]
- Adapting and Responding to Change [II]
- Coping with Pressure and Setbacks [II]
- Technical Knowledge
 - Specific Technical Knowledge Required
 - UNICEF policies and strategy to address on national and international emergency issues, particularly relating to conflicts, natural disasters, and recovery.
 - Knowledge of global humanitarian issues, specifically relating to children and women, and the current UNICEF position and approaches.
 - Knowledge of the principle of gender parity and equality.
 - Common Technical Knowledge required
 - The UNICEF mission statement; UNICEF Board policy papers and decisions.
 - The Core Commitments for Children in Emergencies.
 - The Convention on the Rights of the Child; Convention on the Elimination of All forms of Discrimination against Women
 - EMOPS Technical Notes, EMOPS Emergency Field Book
 - UNICEF Program Manuals, policy guidelines, ExDirs, PROs; Country Programme documentation
 - UNICEF personnel, financial, supply and administrative rules, regulations and manuals
 - National development plans and policies; Guidelines and manuals from NGO/donor partners
 - Annual Work Plan
 - UNDAF; The UN Humanitarian Reform; IASC documents, guidelines and materials on UN Humanitarian Reform and the cluster approach.
 - Information & Communications Technology literacy, including skills and knowledge of office system applications, LAN, internet navigation, telecommunications, and data analysis.
 - Gender equality and diversity awareness
 - Technical Knowledge to be Acquired/Enhanced
 - Knowledge of local conditions and country legislation relevant to UNICEF programmes
 - UN security operations and guidelines



- UN policies and strategy to address international humanitarian/emergency issues and response
- UN common approaches to programmatic issues and UNICEF positions in international developing cooperation.
- Knowledge of the latest developments and trends in emergency preparedness and response management related fields

VI. 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 more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore, 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. Together with its partners, UNICEF works in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

In all of its work, UNICEF takes a life-cycle based approach, recognizing the particular importance of early childhood development and adolescence. UNICEF programs focus on the most disadvantaged children, including those living in fragile contexts, those with disabilities, those who are affected by rapid urbanization and those affected by environmental degradation.

UNICEF has established a Junior Professional Officers Program (the "JPO Programme"), which enables governments to fund Junior Professional Officer ("JPO") posts at UNICEF so that young men and women from the government's country can acquire field experience in international development co-operation activities, such as those of UNICEF, under the close supervision of senior UNICEF officials, while also contributing to the implementation of the programs and activities of UNICEF through temporary service in UNICEF's field offices. In exceptional circumstances, subject to UNICEF's needs, UNICEF may offer experience in international development activities at its headquarters locations.

VII. 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 a Personal History Statement (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 on 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: **August 6, 2021, 5:00 PM Eastern Time**
- For more information please consult the Frequently Asked Questions–
https://bhajobs.net/files/resources/FAQ_JPO.pdf