

# Request for use of a GJP

unicef



## FOR COMPLETION BY REQUESTING DEPARTMENT

<b>Post/Case No:</b> FJI18014	<b>Establishment of a New Post:</b> <input checked="" type="checkbox"/>	<b>Upgrade/Downgrade of an Existing Post:</b> <input type="checkbox"/>	<b>Change in Title of an Existing Post:</b> <input type="checkbox"/>	<b>Change in Reporting Line of an Existing Post:</b> <input type="checkbox"/>	<b>JD not classified for over five years:</b> <input type="checkbox"/>
<b>Department/Field Office:</b> Education		<b>GJP Official Title:</b> Education Officer			<b>GJP Grade:</b> No2
<b>Organizational Title Request:</b> (if any)					
<b>Section:</b> Education					
<b>Unit:</b>			<b>Duty Station:</b> Tarawa, Kiribati		
(Please attach a current organization chart clearly identifying GJP post assignment and clearly indicating supervisory responsibilities if applicable)					

**Basic Purpose of Position** (please outline what does this position contribute to achieving the overall goals of the unit/section in 3-4 lines or less):

1.

**Key Results Expected** (only if in addition to what is on the GJP, please indicate in bullet format 3-5 key activities performed by the position):

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**Supplemental Recruitment Requirements** (additional to those contained in the GJP only):

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### Signature:

The following attest to the accuracy of the above statements and to the valid management need for this position and the association of the attached GJP:

	Name:	Signature:	Date:
<b>Supervisor:</b>	<b>Title:</b> Chief of Field Office, Kiribati Cromwell Bacareza		29/5/17
<b>Head of Office:</b>	Representative Sheldon Yett		29/5/2017

## FOR COMPLETION BY DHR ONLY

APPROVED: ☒ NOT APPROVED: ☐

<b>Title:</b>	<b>Name:</b> NA. BRUSA	<b>Signature:</b>	<b>Date:</b> 29 Jun 2017
<b>Comments:</b>			



## UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

### I. Post Information

CASE NO: FIJ18014

Job Title: **Education Officer**  
Supervisor Title/ Level: **Chief of Field Office,  
Level 4**  
Organizational Unit: **Programme**  
Post Location: **Tarawa, Kiribati**

Job Level: **Level 2**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

### II. Organizational Context and Purpose for the job

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.

**Job organizational context:** The Education Officer GJP is to be used in a Country Office (CO) where the Education Program is a **major or key** component of the Country Program (or UNDAF). The Education Officer reports to the Chief of Field Office who is at **Level 3**

**Purpose for the job:** Under the direct supervision of the Chief of Field Office with technical support by the Chief, Education in Fiji, the Officer provides professional technical, operational and administrative assistance throughout the programming process for education programs/projects within the Country Program from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative program tasks to facilitate program development, implementation, program progress monitoring, evaluating and reporting.

### III. Key function, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

1. Support to program development and planning
2. Program management, monitoring and delivery of results
3. Technical and operational support to program implementation
4. Networking and partnership building
5. Innovation, knowledge management and capacity building



#### **1. Support to program development and planning**

- Contribute to the preparation/update of situation analysis for the program sector/s for development, design and management of education related programs/projects. Research and report on development trends and (economic, social, health etc) data for use in program development, management, monitoring, evaluation and delivery of results.
- Contribute to the development/establishment of sectoral program goals, objectives and strategies and results-based planning through research, collection, analysis and reporting of education and other related information for development planning and priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, program, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support program planning, results based planning (RBM) and monitoring and evaluating results.

#### **2. Program management, monitoring and delivery of results.**

- Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.
- Monitor and report on the use of sectoral program resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Draft regular/mandated sectoral program/project reports for management, donors and partners to keep them informed of program progress.

#### **3. Technical and operational support to program implementation**

- Conduct regular program field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on education and related issues to support program implementation, operations and delivery of results.

#### **4. Networking and partnership building**

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate program implementation and build capacity of stakeholders to achieve and sustain results on education programs.
- Draft communication and information materials for CO program advocacy to promote awareness, establish partnership/alliances and support fund raising for education programs.
- Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of education programs/projects and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

## 5. Innovation, knowledge management and capacity building

- Contribute to identifying, capturing, synthesizing and sharing lessons learned for knowledge development and capacity development of stakeholders.
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable program results.
- Research and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

## IV. Impact of Results

The efficiency and efficacy of support provided by the Officer to program preparation and planning and implementation of programs/projects, contribute to achievement of sustainable results to improve learning outcomes and equitable, inclusive and universal access to education. Success in education programs and projects in turn contribute to maintaining/enhancing the credibility and ability of UNICEF to provide program services for mothers and children that promotes greater social equality in the country.

## V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

### Core Values

- Commitment
- Diversity and inclusion
- Integrity

### Core competencies

- Communication (II)
- Working with people (I)
- Drive for results (I)

### Functional Competencies:

- Formulating strategies and concepts (I)
- Analyzing (II)
- Applying technical expertise (II)
- Learning and researching (II)
- Planning and organizing (II)

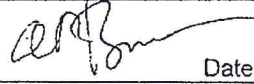
## VI. Recruitment Qualifications

Education:	A University Degree in education, psychology, sociology or other social science field is required.
Experience:	A minimum of 2 years of professional experience in social development planning and management in education and related areas at the international and/or in a developing country is required. Relevant experience in education and related areas, program/project development and management in a UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset

## VII. Signatures- Job Description Certification

Name: Cromwell Bacareza Signature

Date



29/5/17

Title: Chief of Field Office, Kiribati

Name: Sheldon Yett

Signature

Date



31/5/2017

Title: Representative





Summary of Staffing by Funding (2018-2022)				
Category	IB	RR	OR	TOTAL
IPO	3	13	14	30
NO	4	9	21	34
GS	6	15	8	29
UNV/JPO	0	1	4	5
TOTALS	13	38	47	98

## UNICEF PACIFIC CURRENT & PROPOSED ORGANIZATION STRUCTURE 2018-2022

Summary of Staffing by office (2018-2022)						
Category	FUJ	KIRIBATI	VANUATU	SOLOMON ISLANDS	SAMOA	TOTAL
IPO	20	2	4	4	0	30
NO	16	6	6	5	1	34
GS	16	4	5	4	0	29
UNV/JPO	4	0	0	1	0	5
TOTALS	56	12	15	14	1	98

