



TERMS OF REFERENCE FOR

JUNIOR PROFESSIONAL OFFICERS – (JPOs) Chiffre Nr. 2022-2-63

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A. General Information

Title: JPO Programme Analyst Maternal and Newborn Health Advocacy, Knowledge Management, & Communications

Main sector of assignment: Maternal and Newborn Health & Wellbeing (Sexual & Reproductive Health & Rights (SRHR))

Country and Duty Station: United States/New York

Duration of assignment: 2 years with possibility of extension for another year.

The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

GLOBAL CONTEXT/BACKGROUND INFORMATION

With offices in 140 countries, specialized expertise in Sexual & Reproductive Health, human rights, data, etc. and partnering with others in the UN system, UNFPA is a leading contributor to averting maternal/newborn deaths and disability and promoting the health, rights, and dignity of women and girls worldwide, particularly in the poorest countries. One of the transformative results on which UNFPA's Strategic Plan (2018-2021) is founded is the vision of ending preventable maternal deaths. UNFPA's Maternal and Newborn Health Thematic Fund (MHTF) supports Sustainable Development Goal 3 on health and well-being, focusing on reducing maternal and

newborn deaths and improving universal access to sexual and reproductive health services; and Goal 5 on gender equality and empowerment of women and girls. The MHTF focuses on four critical areas of intervention: (a) emergency obstetric and newborn care; (b) human resources for health, particularly through the midwifery programme; (c) maternal death surveillance and response system; and d) prevention and treatment of obstetric fistula and social reintegration of survivors. The MHTF supports 32 countries in implementing maternal and newborn health programmes, tracking results, to improve data in countries by setting up national level plans on maternal perinatal and death and surveillance response (MPDSR). The MHTF is being supported/funded by the Government of Germany (BMZ), 4 additional UN member states (Sweden, Luxembourg, Poland, Portugal) and 2 private sector entities (Johnson & Johnson and TAKEDA).

B. Supervision

Title of Supervisor: Global Maternal and Newborn Health Thematic Fund (MHTF) Coordinator

Content and methodology of supervision:

1. Job-related guidance in a timely, constructive and appropriate manner is provided on a continuous basis.
2. The functions of all staff and what is required of the JPO and how this relates to the overall mandate of UNFPA will be explained.
3. All necessary information, rules, policies, equipment and other tools required will be provided.
4. The JPO will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities.
5. Under the supervision of the Global MHTF Coordinator, the incumbent will work closely with UNFPA's MHTF team in the Sexual and Reproductive Health Branch at NYHQ.
6. With support from UNFPA's SRH branch, the incumbent will be connected to relevant teams in UNFPA HQ as well as regional and country offices, as well as other UN partners.
7. The supervisor will take an overall interest in the JPO's development and provide encouragement and advice on how the JPO can realize his/her potential.
8. There will be opportunities for the JPO to express his/her views on work-related matters.

C. Duties and Responsibilities

The incumbent will be working as part of the Maternal and Newborn Health Thematic Fund (MHTF) team in the Sexual and Reproductive Health Branch (SRHB) within the Technical Division. Under the overall supervision of the Global Maternal and Newborn Health Thematic Fund Coordinator, as well as with other relevant UN agencies and partners, the JPO will assist SRHB in undertaking the following activities:

1. Assist in provision of relevant support to the implementation of the UNFPA strategic plan outputs/deliverables in the area of Maternal, Newborn Health & Wellbeing

- Support in writing reports, articles, technical updates, blog posts and creating social media and web content to support the promotion of the MHTF including documentation and coordination of communications coverage.
- Create advocacy and promotional assets for Maternal, Newborn Health & Wellbeing and for fund-raising for the MHTF.

- Liaise with UNFPA Regional and Country Offices to assist in provision of technical support to document best practices and innovations on Maternal, Newborn Health & Wellbeing.
- Provide support and inputs to Maternal, Newborn Health & Wellbeing programming as requested e.g., data collection/surveys, analysis and reporting, as needed.
- Provide assistance in organizing high level events, workshops, webinars, and teleconferences related to maternal and newborn health & wellbeing.
- Provide inputs to technical reports from a communication point of view including case studies and personal stories.
- Support the generation of donor proposals and documentation, with specific focus on communication aspects and an external audience.
- Any other duties as assigned by the supervisor.

2. Support advocacy, communications, and coordination of the MHTF

- Take MHTF related actions towards evidence generation, documentation, and information sharing of UNFPAs MHTF program including COVID 19 related information.
- Generate MHTF related communication, advocacy, and knowledge products and material and annual reports.
- Ensure product (online) dissemination through various media channels including social media.
- Build partnerships with relevant communication and media stakeholders including private sector, civil society, academia, other UN sister agencies and professional associations.
- Support the strengthening of South/South collaborations and knowledge product learning exchanges within UNFPA and with partners.
- Support the preparation of press releases, speeches, and other related communications products as needed.
- Support the team with preparation, coordination and delivery of communication events.
- Collate lessons learned regarding implementation of MHTF interventions. Relay national and regional advocacy and knowledge products to global level and make them palatable to an external audience. Translate products into material that is useable for webinars, presentations at key events and newsletter articles.
- Support the development of resource mobilization strategies, including fundraising proposals, advocacy initiatives, knowledge management, etc..
- Work with the MHTF team to identify suitable topics and from there work to produce media outlets, blog posts, web & social media content and news features for UNFPAs website, the Campaign to end fistula website and other online platforms.
- Attend UNFPA HQ MHTF and Branch meetings (where feasible).

D. Qualifications and Experience

Master's Degree in social sciences, medical sciences, public health, international development, public administration, communications/media, journalism, or related fields, with knowledge in the field of maternal and newborn health & wellbeing/ SRHR

Fluency in English. Working knowledge of French or other UN language would be an asset

Ability to write clearly and concisely

Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

Self-motivated, flexible with an ability to plan, manage and prioritize a busy workload

E. Learning Elements

Upon completion of the 2-year JPO assignment, the JPO will have increased skills and knowledge in the following:

1. Increased understanding of the UN system, especially the role of UNFPA among the other UN agencies, and its leadership of the MHTF;
2. Experience and skills in supporting maternal and newborn health & Wellbeing, including liaison with UNFPA partners;
3. Ability to appraise and prepare projects, reports, events addressing maternal and newborn health & Wellbeing;
4. Increased knowledge on the political, economic and social issues related to maternal and newborn health & Wellbeing;
5. Preparation of project design, proposals, and budgets;
6. Preparation and dissemination of knowledge management assets (including communications products/deliverables);
7. Work as a team member in a multicultural setting.

F. Required Competencies

Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing diversity in all its forms, Embracing change

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

Functional Skill Set:

- Conceptual and technical knowledge in the area of maternal/newborn health
- Ability to translate technical knowledge for the provision of strategic focus, leadership, development and empowerment
- Ability to develop technical and non-technical materials, advocacy and communication messages and resource mobilization products for the promotion/ strengthening of UNFPA's maternal and newborn health programmes
- Demonstrate ability to work in a multidisciplinary team

G. Background Information

Information on the receiving office:

The JPO will be assigned to the Sexual and Reproductive Health Branch in the Technical Division of UNFPA HQ. Within the Branch, the JPO will be assigned to the Maternal & Newborn Health Thematic Fund. This programme includes Midwifery, Fistula, Emergency Obstetric & Newborn Care, and Maternal & Perinatal Death Surveillance and Response. There are currently 11 international staff working in each of the defined areas of maternal and newborn health & Wellbeing. There is an urgent need for support to the MHTF, where the JPO would contribute.

The MHTF is being supported/ funded by the Government of Germany (BMZ), 4 additional UN member states (Sweden, Luxembourg, Poland, Portugal) and 2 private sector entities (Johnson & Johnson and TAKEDA).

The Maternal & Newborn Health Thematic Fund provides support towards preventing maternal and newborn deaths and disabilities in over 32 countries globally. UNFPA is the global lead UN agency on maternal health and has a wide network of global partners. This maternal and newborn health & wellbeing programme focuses on the critical strategies of increasing access to essential and life-saving maternal/newborn care; improving the quality of care; and promoting accountability for the right to care- the MHTF is UNFPA's catalytic flagship programme for improving maternal and newborn health and well-being. Launched in 2008 to boost global funding and attention, the MHTF has entered its current Phase III (2018 to 2022), after having completed Phase I (2008-2013) and Phase II (2014-2017). The Fund is a global program that supports global efforts to end preventable maternal and newborn deaths with SRHR integration and delivers on the 2030 Agenda for Sustainable Development. Since the inception of UNFPAs Strategic Plan, the MHTF has been core and integrative part of UNFPAs Strategic Plan. It is a unique program: there is no current global mechanism or fund available that provides such a unique combination of strategic and proven interventions for improving the availability and quality of maternal and newborn and integrated sexual and reproductive health information and services for women and adolescent girls underpinned by human rights and gender equality to ensure equity in access to services, quality of care and accountability.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-2-63 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de