



**TERMS OF REFERENCE**  
**JUNIOR PROFESSIONAL OFFICER (JPO)**

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**A. General Information**

**POST TITLE:** Junior Professional Officer  
**SECTOR:** Reproductive Health  
**DUTY STATION:** Manila, Philippines  
**DURATION:** One year initially, with the possibility to extend for another year

**B. Supervision**

The JPO will be under the supervision of the UNFPA Representative and work closely with Assis Rep

**Content and Methodology of Supervision:**

1. Job-related guidance in a timely, constructive and appropriate manner will be 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. Supervisors will take an overall interest in the JPO's development and provide encouragement and advice on how the JPO can realize his/her potential.
6. There will be opportunities for the JPO to express his/her views on work-related matters.

**C. Duties and Responsibilities**

The JPO will assist in the formulation, implementation, monitoring and evaluation of the Reproductive Health component of the UNFPA Country Programme (CP) to ensure that the outcomes are in line with Millennium Development Goal 5 (improving maternal health) and government as well as UNFPA's policies and procedures. More specifically, the JPO will serve as a key technical resource in her/his field of sub-specialty for all stakeholders in the field of Reproductive Health, focusing on skilled birth attendance and family planning as well as linking this with data generated by human resource assessment surveys, facility mapping and the CO monitoring and evaluation system. More specifically s/he will be responsible for the following substantive duties and responsibilities: AECI is supporting programmes in few selected Geographical areas and JPO will help in monitoring these programmes

- Assist in the planning and prioritization of the CO support to skilled birth attendance training and linking this with the results of the human resource assessment surveys, data on facilities, the Province-wide Investment Programs on Health (PIPH) and Annual Operations Plans in 6<sup>th</sup> CP sites.
- Collaborate with key training institutions in the area of skilled birth attendance, family planning and emergency obstetric care to ensure smooth and timely implementation of the UNFPA-supported training based on a schedule approved by the CO Representative;
- Assist in the preparation and formulation of SBA and FP-related project documents required for the implementation of the Country Programme;
- Responsible for managing budgets of the SBA training;
- Assist in the preparation of periodic progress and post-feedback reports on SBA training; and
- Perform other related tasks as may be assigned by the Representative.

**D. Qualifications and Experience:**

- Post-graduate University Degree or equivalent in public health, medicine, sociology, demography, economics, international relations, international development, public administration, management and other related fields. The graduate or post graduate degree must be directly related to the substantive area identified in the title of the post.
- Fluency in English. Knowledge of an additional UN Language is desirable.
- Relevant work experience in public health. Work experience in reproductive health is preferable.
- Familiarity with AECID processes, project format and follow up requests.
- Personal qualities such as analytical ability, leadership, initiative, adaptability, and sound judgment.
- Ability to work under pressure.
- Ability to adapt to new environments, and to establish and maintain good working relations with individuals of different cultural backgrounds.

**E. Learning Elements**

Upon completion of the one year (to two-year programme), the JPO will be able to:

- Plan, prioritize and manage specialized training of skilled birth attendance, family planning and Emergency Obstetric Care and link this with survey results and data from monitoring and evaluation;
- Write assessment reports on the training sessions conducted;
- Monitor the progress and results of the training conducted;
- Network with local training institutions on SBA and FP; and
- Prepare project budgets on training sessions to be conducted.

The JPO Programme is structured on the job training programme, which gives the JPO the opportunity to get exposed to and learn about development related issues within UNFPA and UN at large. It includes a number of training and career development components that will enable the JPO to reach the overall learning objectives.

- **Learning on the job:** Within the framework of the Performance Appraisal and Development system (PAD). The PAD provides for systematic and results-oriented performance planning and competency development. At the beginning of each performance planning period, the JPO will agree with the supervisor on a series of individual work plan outputs and development plan to be achieved by the end of the period. Specific training and development activities are discussed and planned. The PAD allows for a number of coaching sessions with the supervisor who will support the JPO during the performance period to achieve both categories of goals.

- **Corporate training:** JPOs are expected to complete the series of mandatory courses, such as Welcome to UNFPA, UN Security Training, HIV/AIDS at the workplace, Ethics, anti-fraud and integrity, Prevention of harassment. JPOs can also benefit from other UNFPA corporate training initiatives: Distance Learning on Population Issues (DLPI), operational training in ATLAS, result based budgeting, language courses.
- **Training in headquarters:** JPOs in UNFPA are given the opportunity to visit headquarters for an in-depth introduction to the Fund and the headquarters operations. In the past this has proven very useful for the professional development of JPOs but also for the creation of a network amongst the JPOs.
- **Use of DTTA:** The use of these funds will be agreed upon between JPO and supervisor to ensure that learning and development goals are achieved. The development and training outputs are specific tailored to each individual JPO and will be specified in advance in the performance planning process.

## F. Corporate Competencies

### **Valuing Diversity**

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviors to avoid stereotypical responses.

### **Working in Teams**

Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursues achievement of common goals.

### **Integrity/ Commitment to the mandate**

Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

### **Self and conflict management**

Makes effective use of oneself – managing moods. Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.

### **Communicating information and ideas**

Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.

## G. Background Information

The JPO will focus primarily on work related to the training of skilled birth attendance and secondarily on family planning initiatives supported by the UNFPA in thirty municipalities and one

city under the 6<sup>th</sup> Country Programme (2005-2009). The programme shall be extended for another two years (2010-2011) to harmonize the UN programme development cycle with that of the government's Medium-Term Philippine Development Plan.

The CO is supporting the attainment of Millennium Development Goal 5 or improving maternal health. Official figures show that there are about ten maternal deaths every day on the average in the Philippines. To address this, UNFPA supports the three—pronged approach in reducing maternal deaths. These are skilled birth attendance, emergency obstetric care and family planning. The conduct of SBA and FP training sessions is currently being supported by the UNFPA CO.AECI is supporting the programme in selected geographical areas

**H. Information About Living Conditions**

The JPO will have to reside near the CO which is located at the 30<sup>th</sup> Floor of the RCBC Plaza, Ayala Avenue corner Buendia Avenue, Makati City.