



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2024-1-02

TERMS OF REFERENCE

I. General Information

Title: JPO in Inter-Agency Coordination

Sector of Assignment: Programme Coordination and Inter-Agency Coordination

Organization/Office: Substantive Unit / Resident Coordinator System (RCS)

Country and Duty Station: Suva, Fiji

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).

II. Supervision

Title of Supervisor:

Team Leader, Senior Development Coordination Officer and Strategic Planner

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

- Foster UN development system joined-up cooperation at country level in service of Small Island Development States (SIDS) challenges and needs within the framework of the Pacific sub-regional priorities.
- Identify opportunities and provide strategic advice to the UN RC, UNCT and national authorities to address complex issues in support of the implementation of SIDS and

SDGs international frameworks, regional institutions, and initiatives and country-level needs.

- Provide strategic planning and coordination development support to the UNST and UN RC for UN Country -level programming and partnership building for a One UN Approach in support of national priorities.
- Within the framework UN's programming frameworks (regional and sub-regional) identify entry points for UN policy and/or programming in support of national development strategies, Agenda 2030/SDGs, SAMOA Pathway and other international frameworks.
- Ensure an updated country level analysis and support the planning, implementation and monitoring of the UN country-level programming (Country Framework and Country Implementation Plan) in response to development challenges, national priorities and aligned to the MSDF.
- Maintain an effective dialogue and coordination mechanism with the designated leading Ministry and other national counterparts to facilitate a strengthened and positioned UN in relevant national development processes leading to the identification of new areas of collaboration and ample stakeholder participation.
- Identify opportunities for country engagement in support of key national strategic priorities through international/intergovernmental forums and/or processes such as Financing for Development (FfD), High-Level Political Forum on the SDGs (HLPF), and Universal Periodic Review (UPR), among others.
- Encourage the design and support the formulation of joint programmes or joint programming initiatives as well as support the implementation, monitoring and reporting of existing ones to ensure a coherent UN approach.
- Support the UN RC and UNST to increase national partnership and financing for development opportunities in support of the UN Cooperation Framework and Country Implementation Plan and joint programming initiatives.
- Provide strategic guidance and support the development and implementation of a locally tailored partnership and financing strategy as well as ensure the integration of national needs in sub-regional mobilization efforts in support of SDG acceleration and financing opportunities for SIDS.
- Facilitate strategic engagements with and assist in the development of - partnership between the government, UN system and International Financial Institutions (IFIs) and other financiers on key Financing for Development issues including issues of Debt, Access to Concessional Financing, Climate and Blue Financing and Social Impact investments.
- Support the coordination of sub-regional development partner coordination mechanisms efforts at country level and identify synergies leading to the development initiatives from both traditional and non-traditional partners (South-South and triangular cooperation and other alternative financing options).
- Provide support to strengthening the UN's advocacy and communications and knowledge management at country level.
- Support a comprehensive UN coordination for disaster risk management and humanitarian response.

- Fosters UN operational coherence at country level. Within the framework of the Sub-Regional Business Operations Strategy (BOS), identify opportunities for cost-effectiveness of UN operations in country and provides support to follow-up initiatives to the Operations Management Team.
- Coordinate the preparations for UN missions to country, including provision of guidance to UN agencies, external consultants, government officials and other parties.
- On the day to day management, support appropriate admin, finance and logistic processes of the coordination related aspects of the UN Office as per UN Regulations and Rules.
- Provide effective and efficient coordination support to the Fiji and Pacific Joint UN Country Team (resident and non-resident agencies) in undertaking their work according to mandates.
- Assist the RCO Team Leader in administrative tasks related to the management of the RCO, such as preparing and following up on team meeting, drafting correspondences, developing presentations, maintaining updated email lists, updating calendar of events etc and undertake any other activities assigned by the Head of RCO and Team Leader.

IV. Qualifications and Experience

Education:

Master's degree in Public Policy, Development Economics, International Development, Political Science, Social Science, Law, International Relations, Communications, Public Administration or other relevant fields.

Work experience:

A minimum of 2 years of relevant work experience in business operations, international relations, NGO, or UN work, development coordination, donor-funded projects, data management and analysis or other relevant is required.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of Fiji and other Pacific Countries' local language is an advantage.

Other skills:

- Experience with development coordination in a regional context; within the Pacific, or another SIDS region would be advantageous.
- Excellent communication and analytical skills (written, verbal, interpersonal and intercultural).
- Experience with data management and demonstrated analytics proficiency.
- Experience with building and managing stakeholder relationships.
- Relevant experience within the UN system or an international organization is desirable.
- Understanding of the Pacific development architecture is desirable.
- Proven experience in the use of office IT applications, incl. MS Office packages.
- Ability to work independently and meet tight deadlines.
- Demonstrated capacity to undertake assigned responsibilities and work under pressure.
- A team player with excellent inter-personal skill

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to...

- Develop a comprehensive understanding of UN system organizations and interagency mechanisms including becoming familiar with the UN reform processes.
- Sharpen his/her ability to prepare a wide range of written and visual products for a UN and public audience, including meeting summaries, talking points, official correspondence, input to official reports, and content for websites and other social media vehicles.
- Be exposed to strategic planning, decision-making and coordination at the highest levels of the UN system organizations, across programmatic, administrative and operational perspectives.
- Cultivate a network of contacts across the various UN system entities and Media partners across the Pacific.
- Advanced skillset in the maintenance of knowledge and information management tools.

VI. Background Information

Organization Setting

The UN Resident Coordinator (RC) provides leadership to the Pacific Joint UN Country Team and the UN's programming work, as outlined in the UN Pacific Strategy, in support of national priorities. The RC has a team composed of national and international staff, forming the RC Office (RCO), and is based in Suva (Fiji). The RC oversees 10 Pacific Small Island Developing States (Pacific SIDS or PSIDS), namely Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, and Vanuatu. Twenty-six resident and non-resident UN entities are signatories to the UNPS and members of The Pacific Joint UN Country Team.

The RCO fulfils ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilisation and fund management; and general UNCT oversight and coordination.

This position, as part of the Multi-Country Resident Coordinator Officer based in Fiji, will cover the countries aligned with the mandate of the Resident Coordinator.

The position will be based in Fiji (Suva) and will work under the supervision of the RCO Team Leader and in close association with the Communications Analyst and Coordination Specialists.

Country Setting

Fiji, one of the larger countries of the South Pacific region, has a relatively high level of human development and is one of the most developed economies in the region. Fiji became independent in 1970. Its multi-ethnic population, which numbers approximately 900,000, is growing slowly due to a moderately low level of fertility and a high level of emigration. The economy rests primarily on sugar production and tourism, but is becoming more diverse, with manufacturing now an important sector of employment. The unit of currency is Fiji Dollar.

Fiji comprises of approximately 330 islands, approximately third of which are inhabited. Fiji covers about 1.3 million square kilometers of the South Pacific Ocean. The two major islands are Viti Levu and Vanua Levu. The capital city is Suva and is located on the South-Eastern side of the main island of Viti Levu. Fiji's population is made up of a mixture of native Melanesian and Polynesian islanders, and a blend of Indian, European, Chinese, Rotuman and Rabi islanders making it a rich and vibrant mix of cultures, sights, sounds and exotic island delicacies. English is spoken widely on the Island and it is the common language of communication although the native indigenous Fijian language is spoken by many as is the Hindi language.

Fiji enjoys a mild and stable climate most of the year, due to the large expanses of open water that surround its islands. The wet season extends from November to April, but rain falls throughout the year. Tropical cyclones can blow up between November and April, although they are rarely dangerous. Fiji enjoys year-round tropical temperatures of between 25-29 degrees with generally high humidity, making it a perfect location for sun-lovers.

Suva, the capital of Fiji, has a population of approximately 141,000, and it is a multiracial and multicultural city. Suva is the largest city in the whole of the region but remains easy-going and friendly. It has reasonably modern facilities including two large hospitals, sporting facilities, restaurants, and supermarkets. Modest accommodation is readily available in Suva,

but availability of small apartments is limited; an open mind and flexibility come in handy when looking for housing in Suva. The public transport is quite good: local busses run every day of the week, and taxis are affordable. Public transport is available also for exploring and visiting other parts of the country, which provides plenty of opportunities for outdoor activities and tropical nature.

Fiji along with many other Pacific islands is known for being one of the friendliest nations in the world. It is a unique country and UNRCO is a unique human rights operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2024-1-02 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de