



United Nations – OCHA (Office for the Coordination of Humanitarian Affairs)

Junior Professional Officer Program (JPO) Chiffre Nr. 2024-1-04

TERMS OF REFERENCE

I. General Information

Title: JPO in Humanitarian Affairs

Sector of Assignment: Humanitarian Affairs

Organization/Office: United Nations / Office for the Coordination of Humanitarian Affairs/
Geneva Front Office

Country and Duty Station: Geneva, Switzerland

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:

Senior Adviser to the Head and Representative of OCHA Geneva

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

Under the overall guidance of the Senior Adviser for the Head of OCHA Geneva, the JPO will support activities relating to the management of the OCHA Geneva Front Office. The main duties and responsibilities include:

- Support the day-to-day responsibilities related to the implementation of the Geneva-based Member State engagement strategy.
- Undertake research and analysis on country or regionally specific political developments to help inform and guide OCHA engagements.
- Support building, maintaining and strengthening broad partnerships with Member States, other UN agencies and nongovernmental organizations in support of OCHA Geneva's partnership and external relations functions.
- Help maintain OCHA's corporate calendar to reflect Member States and external engagements by the Head of OCHA Geneva and other Geneva senior leadership.
- Prepares or contributes to the preparation of various written reports, documents, and communications, e.g., background papers, talking points, policy guidelines, briefings, presentations, correspondence, etc.
- Organizes and participates in working groups, meetings, conferences, with other agencies and partners on humanitarian and emergency relief-related matters.
- Performs other Front Office duties as required.

IV. Qualifications and Experience

Education:

Master's degree in political science, social science, public administration, international studies, economics, earth sciences or related field is required.

Work experience:

A minimum of 2 years of relevant work experience in humanitarian affairs, inter-agency coordination, and/or partnerships, rehabilitation, development, or other related area is required.

A previous experience, preferably with the UN Secretariat and or the UN system is desirable

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French is an advantage.

Other skills:

Good computer skills (Word, PowerPoint, Excel, etc.)

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:

- Gain knowledge of key humanitarian issues.
- Demonstrate understanding of the importance of engagement with Member States both for political and fundraising priorities.
- Prepare appropriate, high quality information and analytical products to inform external engagements with Member States and other humanitarian entities.
- Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community.
- As part of the UN system, all UN staff are required to complete a list of mandatory training programmes.

VI. Background Information

OCHA is part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response efforts. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actor in order to alleviate human suffering in disasters and emergencies: advocate the rights of people in need; promote preparedness and prevention and facilitate sustainable solutions.

In March 2022, the Under Secretary-General and Emergency Relief Coordinator appointed the Director of Coordination as the Head and Representative of OCHA Geneva. With this appointment, there is an opportunity to shape OCHA engagement and strengthen partnerships with a range of critical interlocutors based in Geneva.

This post is located in the Front Office of the Head and Representative of OCHA Geneva. The Junior Professional Officer reports to Special Adviser of the Head of OCHA Geneva.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2024-1-04 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de