



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

Junior Professional Officer Program (JPO) Chiffre Nr. 2026-1-02

I. General Information

Title: JPO in Humanitarian Affairs

Sector of Assignment: Humanitarian Affairs

Organization/Office: United Nations / UN Office for the Coordination of Humanitarian Affairs (OCHA) / Finance and Partnership Division (FPD) / Guidance Learning and Reporting Section (GLRS)

Country and Duty Station: New York, USA

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:
Head of the RAP Unit

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 the JPO's performance. In addition, the JPO will have informal/bilateral meetings with the supervisor as needed and participate in weekly unit meetings.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Supporting GLRS' efforts to build engagement, commitment and understanding of the pooled funds across different constituencies, particularly with Member States as well as UN agencies and NGOs - including supporting liaison on substantive issues for Member States, particularly those in the CERF Advisory Group and Pooled Fund Working Group and helping to advocate with Member States, UN agencies and NGOs on substantive issues, in partnership with DRS, ERPS, and others. Also supporting the facilitation of CERF Advisory Group and Pooled Fund Working Group meetings and other key events.
- Supporting reporting and communication efforts, including external and internal communication on the work of the pooled funds and the development of annual pooled fund reports. Also supporting efforts to better define operational impact of the funds to strengthen accountability and communication efforts.
- Supporting data analysis and management for use in annual publications, presentations, advocacy material and helping ensure consistent and streamlined data management and analysis across the Branch.
- Supporting the management of the pooled funds' online presence, including the CERF website and CBPF pages of the OCHA website.
- Drafting talking points and background notes on humanitarian financing for senior management.
- Organizing and participating in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian financing and emergency relief-related matters.

IV. Qualifications and Experience

Education:

Master's degree in political science, social science, public administration, international studies, economics or a related field.

Work experience:

- A minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required.
- Experience in humanitarian financing is desirable.
- Experience in communication is desirable.
- Humanitarian field experience is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this post fluency in English (both oral and written) is required. Knowledge of another UN language is an advantage.

Other skills:

For this position, the JPO should have good computer skills including full proficiency in Microsoft Office/Excel/PowerPoint and experience with database management.

UN competencies:

- **PROFESSIONALISM:** Knowledge of a range of humanitarian assistance, emergency relief and related human rights issues, including approaches and techniques to address difficult problems. Knowledge on issues related to humanitarian financing and humanitarian pooled funds at programmatic and/or policy level. Knowledge of resource mobilization/partnerships and experience in communication. Analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated UN response. Ability to identify issues and judgment in applying technical expertise to resolve a wide range of problems. Ability to conduct research, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights situation in assigned country/area. Ability to work under extreme pressure. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.

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:

- Understand, and successfully contribute to the work and mandate of CERF and the CBPFs' within the broader humanitarian financing structures.
- Support the development of new strategic initiatives for CERF and CBPFs, leading to a more efficient use of funding commensurate to the increasing global humanitarian needs and requirements.
- Articulate the impact of the Pooled Funds to an external audience in a compelling and clear manner.
- Understand, and confidently support the management of processes related to the full CERF and CBPF grant cycles, including review of grant applications.
- Confidently represent the CERF and the CBPFs in various fora and meetings with internal as well as external stakeholders.
- Provide sound analytical inputs and advice that contribute to improving institutional capacity; take action to identify humanitarian affairs and related issues/problems; and develop creative approaches to problem resolution.
- Provide timely delivery of assigned outputs.

VI. Background Information

The CBPFs and CERF are some of the most effective ways to ensure that life-saving assistance reaches people caught up in crises. Managed by OCHA, they enable humanitarian responders to deliver life-saving assistance by providing fast and flexible funding when and where it is needed most. Designed to foster more coherent and timelier humanitarian responses, support in-field coordination mechanisms, and reinforce the leadership of Humanitarian Coordinators (HC) and Resident Coordinators (RC), the Funds have been instrumental in driving humanitarian reform efforts and have been a key pillar of the humanitarian architecture. Today the Funds channel some \$1.5 billion annually to humanitarian organizations around the globe and every year help save millions of lives.

The GLRS supports the strategic use of CERF and the CBPFs and ensures coherent and complementary approaches to pooled funding. This is achieved through the development of joint CERF-CBPF guidance, learning, data and reporting processes as well as engagement with Member States and other key stakeholders. The Section also works to ensure that best practices from the Funds are fed into wider policy discussions at IASC and other key policy fora and that all pooled fund efforts are informed by latest global discussions.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2026-1-02 auf dem Bewerbungsbogen.**

Alle Informationen finden Sie unter www.bfio.de