



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

Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-08

TERMS OF REFERENCE

I. General Information

Title: JPO in Humanitarian Affairs

Sector of Assignment: Humanitarian Affairs

Organization/Office: Year 1: United Nations / OCHA/ Regional Office for the Syria Crisis / Access and Analysis Unit

Year 2: United Nations / Office for the Coordination of Humanitarian Affairs (OCHA)/ Operations and Advocacy Division (OAD) / Policy Advice and Planning Section (PAPS)

Country and Duty Station: Year 1: Amman, Jordan, Year 2: 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:

First year: Head of Access and Analysis Unit

Second year: Humanitarian Affairs Officer (Access Adviser)

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

The JPO would be working on a split assignment with the Regional Office for the Syria Crisis in Amman followed by an assignment with the Policy Advice and Planning Section in New York.

Within delegated authority, the JPO will be responsible for the following duties in Amman during the first year:

- Monitors, analyzes and reports on humanitarian developments, disaster relief/management or emergency situations in Syria.
- Organizes and prepares studies/analysis on humanitarian access, emergency relief and related issues.
- Organize and participate to the Syria Regional Access/Analysis Team to support scenario planning and access products. Follow up on action points and liaise with hubs as relevant.
- Drafts and prepares regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts.
- Prepares or contributes to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, context and analysis briefs papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence, etc.
- Reviews and provides advice on policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance.
- Provides substantial support to various stakeholders in the response (sectors, hubs) as required and facilitate exchange on cross cutting issues.
- Supports engagements with government officials, other UN agencies, non- governmental organizations, diplomatic missions as relevant on Access and Analysis related questions.
- Supports engagement with parties to armed conflict for the purposes of facilitating effective and principled humanitarian action as required.
- Supports engagement with Whole of Syria mechanisms, teams and systems related to access, humanitarian notifications.
- Undertakes detailed analysis of conflict dynamics and their impact on civilians and on humanitarian operations, producing high quality reports and briefings.
- Supports advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, the media, etc.
- Organizes and participates in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Performs other duties as required.

In the second year in New York, under the supervision of the Access Adviser and in close coordination with the Chief of Section, the JPO will contribute to OCHA's work on humanitarian access and negotiations/ engagement with armed groups. He/she will conduct research, draft notes and analysis, and will put together or contribute to putting together various documents and studies that strengthen the global analysis on access. He/she will participate in UN processes related to the work of the Section. The JPO would be specifically responsible for the following duties:

a. Access – Field Support

- Providing timely advice, support and analysis to country offices and senior management on humanitarian access, negotiations and operationalization of humanitarian principles.
- Participating in regular calls with regional and country offices.
- Participating in the development of policies and guidance notes related to humanitarian access and negotiations in support to field operations.
- Supporting the preparation and implementation of the annual Global Access Workshop.

b. Access – Data Collection and Analysis

- Contributing to developing systems and tools to collect, monitor and visualize access issues in a systematic manner.
- Drafting quarterly analysis on humanitarian access.
- Contributing to thematic analysis on humanitarian access and engagement with armed groups.
- Identifying tools, partners and opportunities to support OCHA's analysis on access.

c. Others

- Representing the Access team in discussions with / processes involving UN Secretariat departments (including DPO, OHCHR, OSRSG-CAAC and OSRSG-SVC), UN agencies, funds and programmes, diplomatic missions, regional organizations and NGOs.
- Contributing to the preparation of written reports, studies, documents and communications on humanitarian access.
- Participating in meetings, consultations and follow-up work with other agencies and partners on humanitarian access.
- Performing other duties as required.

IV. Qualifications and Experience

Education:

Master's degree in political and/or social science, international relations, public administration, law, economics, statistics or related fields is required.

Work experience:

Two years of relevant professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, research, statistics or other related areas is required. Knowledge of international agencies' operations related to humanitarian assistance and familiarity with the UN system is desirable. Experience in the Middle East is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of any other UN language is desirable.

Other skills:

Proven abilities in analysis and strong English drafting abilities. Ability to work with multi-cultural teams and international professionals. Ability to work with limited supervision and under stressful conditions.

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:

- Understand, analyze and communicate key issues related to humanitarian access and engagement with armed groups.
- Coordinate the development of humanitarian policies and their implementation on the ground.
- Provide coordination support in disaster/emergency situations.
Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community.
- Apply elements of international humanitarian law and other bodies of international law to policies and operations.
- Understand the decision-making and other processes and dynamics of the UN's principal intergovernmental organs (Security Council; General Assembly, ECOSOC).
- Draft Secretary-General reports, policy position papers and UN correspondence on these issues.

VI. Background Information

OCHA is the part of the United Nations Secretariat responsible for coordinating humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to:

- Mobilize and coordinate effective and principled humanitarian action in partnership with national and
- international actors in order to alleviate human suffering in disasters and emergencies
- Advocate the rights of people in need
- Promote preparedness and prevention
- Facilitate sustainable solutions

Regional Office for the Syria Crisis

The Regional Office for the Syria Crisis located in Amman, Jordan. The primary mandate of the Office is to support the Whole of Syria crisis. The position is in the Access and Analysis Unit (AAU) which provides access analysis and leads on planning scenarios from a whole of Syria perspective, includes the Humanitarian Notification Team (HNT) which notifies movements and static sites to the parties to the conflict and supports civil-military coordination efforts with parties to the conflict. There are four professional staff in the AAU, two international staff and two national staff.

Policy Advice and Planning Section (PAPS)

The Policy Advice and Planning Section (PAPS) reports to the Director of Operations, Chief of the Operations and Advocacy Division (OAD). PAPS works closely with the Civil-Military Coordination Services (CMCS) and all geographical desk officers to support OCHA on the access agenda. The JPO will be integrated in PAPS team and will have daily contacts with the Access Adviser and other members of the team. She/He will attend weekly OAD and PAPS meetings. Ad-hoc meetings with the Chief of Section and / or other members of the team will be convened according to the needs of the team. In the next couple of years, the access team will focus its effort on strengthening data collection and analysis on access; strengthening inter-agency coordination efforts; ensuring a more systematic and predictable access response across country offices. The incumbent JPO will actively contribute to these efforts with a particular focus on data collection and analysis.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-08 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de