

## **TERMS OF REFERENCE Chiffre Nr. 2023-1-33**

### **JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO)**

#### **1. GENERAL INFORMATION**

**Title:** JPO, Associate Partnership Officer

**Sectors of Assignment:** Development Partnership, Analytics and Research (DPAR) Section

**Organization/Office:** UNHCR – United Nations High Commissioner for Refugees

**Country and Duty Station:** Geneva (1-2 years) then transfer to Country Representation or Regional Bureau (2nd or 3rd year)

**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).

#### **2. JUSTIFICATION**

UNHCR's partnerships with development actors (Multilateral Development Banks and bilateral development actors) have grown in significance, existing partnerships are being extended and new ones are emerging in view of the greater importance attached to addressing protracted displacement situations from a development angle, in line with the Leaving No One Behind principle underpinning the Agenda 2030 and the GCR's call for a multi-stakeholder approach to address situations of forced displacement in view of promoting resilience and solutions.

Additional workforce is required for the Development Partnership, Analytics and Research (DPAR) Section of UNHCR's Division of Resilience and Solutions as well as Regional Bureau and Country Operations to be able to keep up with the expanding workload generated by deepening existing partnerships as well as to be able to tap into opportunities to broaden the development support base by establishing new partnerships with development actors with whom engagement has so far been limited.

Therefore an additional JPO Position for 1-2 years in DPAR is proposed, then to be transferred to a Regional Bureau or Country operation to a) ensure knowledge transfer from HQ to Operations and b) allow the JPO to broaden his/her personal experience.

### **3. ORGANIZATIONAL CONTEXT**

UNHCR's mandated responsibility for finding solutions to refugee situations has long required stronger cooperation with a variety of partners and the inclusion of persons of concern (PoC) within national strategies and the SDGs.

Due to a variety of factors, including the changing nature of conflicts over the last decades, the proportion of refugees and internally displaced persons (IDPs) in protracted displacement situations continues to be very high, while the overall number of people who have access to durable solutions remains marginal. At the same time, most forcibly displaced persons can be found in developing countries, and more often than not in marginalized and lagging regions within these countries, i.e. with high levels of poverty and fragility, often affected by or bordering conflict-areas.

These elements have driven the realization that humanitarian assistance alone is ill-suited to address the needs of forcibly displaced populations and host communities in protracted situations in a sustainable manner, i.e. to reduce aid dependency by fostering socio-economic inclusion and self-reliance of forcibly displaced people. In line with the commitments made by the international community at the World Humanitarian Summit, among others, broadening and strengthening UNHCR's engagement with development actors and national governments is a key objective of the Global Compact on Refugees (GCR). This objective is also reflected in UNHCR's Strategic Directions 2022-2026, which identified "Mainstreaming development engagement in our responses from the outset, especially by building coalitions with development partners" as one of the priority areas for additional, accelerated and targeted action.

The Division of Resilience and Solutions (DRS), supports this approach, among other things by engaging through its Development Partnerships, Analytics and Research (DPAR) section with development partners, including bilateral actors and Multilateral Development Banks (MDBs), to pursue positive outcomes for refugees, IDPs and stateless people in the areas of resilience and solutions, developing policies, approaches and tools in support of development-oriented interventions with lasting measurable impact, and coordinating the production of analytical research that advances the understanding, management and eventually resolution of specific country-level displacement situations. In this context, DPAR is working on the consolidation of current partnerships and expanding relationships with bilateral development actors and MDBs. DPAR is also playing a key role in the development of policy guidance related to the application of humanitarian development (HDP) nexus in displacement settings.

Under the supervision of the Senior Partnerships Officer - the JPO will support UNHCR's efforts to increase engagement with selected development actors (bilaterals and/or MDBs) in order to inform their programming and policies to ensure that they consider forced displacement as an increasingly important priority. This entails identifying opportunities for developing effective partnerships, managing these partnerships, promoting UNHCR's objectives and strategies with these partners, and ensuring that PoC are taken into account in their planning, programming, and policy work.

In close collaboration with other HQ Divisions and Regional Bureaux, the Partnerships Officer will support country operations in their engagement and collaboration with the development actors for whom the JPO will be the focal point.

Moreover, as part of DPAR, the JPO will have the opportunity to contribute to the development of policy guidance related to humanitarian development cooperation.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

**SUPERVISION:** The JPO will be under the direct supervision of the manager indicated under 'Supervisor title and position number'. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

### **3.1. SUPERVISION:**

Supervisor Position Title: Senior Partnership Officer

The JPO will be under the direct supervision of the manager indicated under 'Supervisor title and position number'. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

## **4. FUNCTIONAL STATEMENT**

### **Accountability**

- Partnerships with selected development actors (bilaterals and/or MDBs) established to ensure policy dialogue and programming are taking into account refugee protection, refugee inclusion into national systems, socio-economic inclusion of refugees and forcibly displaced people, and targeted support to displacement-hosting areas from the outset.
- Medium term economic and social development programmes addressing forced displacement incorporate protection, resilience and solutions perspectives for displaced and host communities during their planning, preparation and implementation.
- UNHCR staff capacity and skills are reinforced in key areas related to partnerships, joint planning and cooperation with development actors.

### **Responsibility**

Working under the overall supervision of Senior Partnership Officer, the Associate Partnership Officer - JPO - will, in close cooperation with the respective focal points in the Division of External relations:

- Focus on one/two new or expanding partnerships with development actors (bilaterals and/or MDBs), by building the institutional knowledge on the structure, priorities and mandates of these partners and building UNHCR's capacity to engage with these actors,

while increasing partners' understanding on UNHCR's way of working, mandate and operational priorities;

- Support the strengthening of UNHCR's collaboration with these development partners, by providing strategic guidance to field operations on how to build and operationalize partnerships;
- Support the development of UNHCR's capacity building activities and knowledge dissemination at the global and country level on these development actors and their processes in support of UNHCR's global engagement with the development sector;
- Coordinate with technical sectors in DRS, depending on the sectoral focus of the development partner;
- Support the development of policy, guidance and tools facilitating the operationalization of partnerships with development actors and governments;
- Support any ad-hoc requests for background notes, talking points, briefing materials to support UNHCR's engagement with the development actors/processes.

### **Authority**

- Provide technical and programmatic support to relevant headquarters and field operations, policy reflection, capacity building and joint activities in support of UNHCR's engagement with development partners.

## **5. REQUIRED COMPETENCIES**

### **Managerial Competencies**

1. Empowering and Building Trust
2. Judgement and Decision Making

### **Cross-Functional Competencies**

1. Analytical Thinking
2. Planning and Organizing
3. Policy Development and Research
4. Political Awareness
5. Stakeholder Management

## **6. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

### **Education / Qualification:**

**Master's Degree** Public Policy, Public Administration, International Relations, Political Science, Development Studies, Social Science or related field. **(bitte beachten Sie auch die Hinweise unter 9.)**

### **Work Experience:**

- 2 years of previous job experience relevant to the function.

### **Skills:**

- Good understanding of the different components of (durable) solutions including the comprehensive approach and the four dimensions to solutions and resilience - economic, social, political and legal;
- Good understanding of development and humanitarian issues, especially in the area of forced displacement;
- Ability to work independently with limited supervision and deliver high quality products;
- Excellent applied analytical skills across related sectors;
- Excellent networking, communication and drafting skills;
- Strong coordination, stakeholder engagement and negotiation skills

**Language Knowledge:**

- Essential: English, Fluency in French is required.
- Desirable: Working knowledge of another UN language.

**7. DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Experience of working with synergies between the humanitarian-development nexus;
- Experience in knowledge and information management.

**8. TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Mandatory training courses:

- Basic Security in the Field
- Advanced Security in the Field
- Protection Induction Programme (PIP)
- UN Course on Harassment, Sexual Harassment and Abuse of Authority
- Orientation to IPSAS

Recommended training courses

- Programme Management
- Operational Data Management Learning Programme

**Learning elements:**

In line with the responsibilities of the JPO as outlined above, learning elements will consist of:

- Through the interaction with different HQ Divisions such as the Division of International Protection, the Division of External Relations, technical sectors of the Division of Resilience and Solutions, the JPO will in the first year of the JPO position gain a thorough understanding of UNHCR's organizational structure, functioning and key policies and strategies;
- Through the participation in training opportunities organized by the Capacity Building Unit of the Division of Resilience and Solutions, targeting HQ and Field staff working on the HDP nexus, the JPO will in the first year(s) broaden his/her knowledge on how different development actors intervene in fragile contexts, on cooperation modalities and tools as well as sectoral approaches;
- Thanks to the close collaboration with the Regional Bureaux and UNHCR Field Operations, the JPO will also learn about UNHCR's field work and organizational structures and priorities. Moreover, the last year mobility of the JPO to a Regional Bureau or Country Operation will allow the JPO to gain field experience and to transfer knowledge and experiences made in managing partnerships with development actors at HQ level to concrete country or regional level cooperation;
- As UNHCR's engagement in the HDP nexus is a relatively new area of work and the candidate will support the creation of corporate guidance, the opportunities to learn directly and contribute to other colleagues' learning will be multiple and very interesting. S/he will learn from the experience of UNHCR in the framework of these partnerships.

## **9. Wichtige Hinweise**

**Diese JPO-Stelle ist eingebunden in die deutsch-französische Zusammenarbeit.**

**Bewerberinnen und Bewerber müssen mindestens ein Akademisches Jahr an einer französischen Hochschule in ihrem Fachgebiet studiert haben.**

**Ein Studienabschluss der Deutsch-Französischen Hochschule (Doppel-Master) wird besonders bewertet.**

**Französische Sprachkenntnisse werden vorausgesetzt, und müssen zumindest auf dem Niveau/Level B2 des Europäischen Referenzrahmens nachgewiesen werden und werden im Auswahlverfahren überprüft.**

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-33 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**