TERMS OF REFERENCE
FOR JUNIOR PROFESSIONAL OFFICER (JPO)

1. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Title:</th>
<th>JPO, Associate Emergency Policy Officer</th>
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<tbody>
<tr>
<td>Division:</td>
<td>Emergency Services, Division of Emergency, Security and Supply</td>
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<tr>
<td>Organization/Office:</td>
<td>UNHCR – United Nations High Commissioner for Refugees</td>
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<td>Country and Duty Station:</td>
<td>Geneva, Switzerland</td>
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<tr>
<td>Duration of assignment:</td>
<td>2 years with possibility of extension for another year</td>
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Please note that 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!

2. SUPERVISION

The JPO will be mentored and supervised by the Senior Emergency Policy Officer, Emergency Service, Division of Emergency, Security and Supply, Geneva.

3. ORGANIZATIONAL CONTEXT

The JPO will receive guidance as appropriate for his/her duties and responsibilities. Leadership will be provided in terms of outlining the vision for responsibilities in the context of emergency policy and capacity development. Annual objectives will be agreed and recorded in writing through UNHCR’s performance management system, with an agreement of the level of authority and resources. The JPO will benefit from regular coaching and supervision sessions. The supervisor will provide support to the JPO in order to ensure progress towards performing the responsibilities assigned.

The functional responsibilities of this position are focused in the areas of policy development and analysis, strategic planning and emergency response capacity development in the Division of Emergency, Security and Supply, specifically in UNHCR’s Emergency Services. The JPO will support the development of emergency policies and the development and implementation of emergency related training programmes and other capacity building initiatives.
4. **KEY RESULTS / ACCOUNTABILITY**

- Emergency policies are updated or developed;
- Cutting edge innovative tools are in place for emergency response;
- Consistent and updated emergency response capacity building incorporated into policy development throughout the Organization, and vice-versa.
- Emergency training and capacity development concepts are in place;
- Capacity building materials are in place.

5. **RESPONSIBILITIES**

**Emergency Policy Development:**
- Support the development and updating of UNHCR (and, where appropriate, inter-agency) emergency policies and tools, in collaboration with UNHCR internal experts and external stakeholders;
- Support the maintenance and updating of UNHCR’s new digital emergency handbook, including the system infrastructure and development of content;
- Through research and consultation with UNHCR internal and external experts, contribute expertise to emergency policy development; gather information and feedback on lessons learned from emergency operations;
- Draft a variety of documents ranging from inputs for emergency policies, project documents, reports, and partnership agreements;
- Liaise with external partners supporting emergency policy development.

**Capacity Building:**
- Support the development of ongoing and new emergency preparedness/response trainings and other capacity building initiatives;
- Support the implementation of emergency preparedness/response trainings and other capacity building initiatives;
- Contribute to developing materials and documents for emergency trainings;
- Support the management of external partnerships and support in relation to emergency training and capacity building.

**Field Support:**
- Undertake short missions in relation to training and capacity building;
- Possibly, deploy as a team member to humanitarian emergency field situations (max. 3-month field mission);
- Undertake any other tasks as assigned by the supervisor.

6. **AUTHORITY**

- Contribute towards emergency policy development and capacity building;
- Contribute towards related strategy development;
- Project management of assigned projects or components of projects;
- Review the content of emergency staff development modules, training, etc.
7. **QUALIFICATIONS AND EXPERIENCES**

**Qualifications:** Master's Degree in Humanitarian Aid, Development Studies, Law, International Relations, Conflict Management, or similar.

**Experience:** 2 years of relevant working experience; preferably including at least one year in humanitarian field operations or similar outside the home country.

**Skills:** Ability to work in a multi-national and multi-cultural environment. Excellent drafter (English), articulate and confident in computer skills.

8. **LANGUAGES**

**Essential:** English

**Desirable:** French or Spanish

9. **REQUIRED COMPETENCIES**

- Judgement and Decision Making
- Managing Resources
- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Planning and Organizing
- Policy Development and Research
- Stakeholder Management

10. **RECOMMENDED TRAINING COURSES**

The JPO will participate in the Workshop on Emergency Management (WEM) and mandatory staff security trainings. As it relates to his/her specific duties, the JPO may also be called upon to participate in other specific UNHCR training programmes.

The JPO will have access to a range of online learning programmes provided by UNHCR's Global Learning Centre, covering a range of topics related to forced migration, humanitarian action and the management and delivery of humanitarian response. He/she will also be encouraged to benefit from a range of lectures, briefings, and events offered at UNHCR Headquarters and external opportunities available in Geneva, as a key centre for humanitarian organisations and studies. Participation in suitable internal and external learning opportunities will be encouraged.

11. **LEARNING ELEMENTS**

The incumbent will develop skills and expertise in policy development, the design and delivery of emergency preparedness and response in the humanitarian sector, and UNHCR’s protection mandate and field operations. This will include contingency and operational planning, response management, situational analysis, needs assessments, etc. Liaison skills will also be developed and the ability to work as part of an integrated team in preparedness and response capacity-building approaches.
Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).

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